

To request express mail service, go to website below. The site works best with Internet Explorer or Mozilla Firefox browsers. Do **not** go to the DHL or FedEx sites directly.

<https://study.eshipglobal.com>

You will be required to create your own user name and password in order to create an account. Be sure you have the following items ready:

- Your unid
- Mailing address
- Email address
- Telephone number
- Credit card information
- Chose Department/Contact “International Student and Scholar Services” as the sender

Upon completing your request, eShip will send you an email that includes a tracking number for your shipment.

If you experience any problems when using the online service, please use the help feature on their website.

International Student & Scholar Services

Union Building, room 410 / 200 S. Central Campus Drive

Salt Lake City, UT 84112

phone: 801-581-8876; fax: 801-581-6388

<http://www.ic.utah.edu/>

Our regular office hours are Monday through Friday, 8am to 5pm.

We are closed for staff meeting every Monday from 9 to 10:00am,

and we are closed for staff training every Friday from 11am to Noon.
