



MAIL OPTIONS FORM

Mail options available for your I-20

LAST NAME: _____ FIRST NAME: _____

Regulation 8CFR214.3(k): For reasons of privacy, security and fraud prevention, the Form I-20 must be issued directly by a school to the non-immigrant student, his or her dependents, or for minors, to their parent or legal guardian.

INITIAL & RETURNING INITIAL - Select one option

EXPRESS MAIL – Go to eShipGlobal at <https://study.eshipglobal.com/>

1. Click on Student Sign Up. Follow the registration steps to create your account. Be sure to provide your complete address and contact information. **Do not** use a P.O. Box as your address. Express mail cannot be delivered to a P.O. Box.
2. You will receive an email from UEMS with a link to activate your account.
3. After you activate your account, logon to your eShipGlobal account and follow these steps:
 - a) Click on Receive Documents From University
 - b) Select NV on the map or select Nevada from the drop down list
 - c) University Selection: Select College of Southern Nevada
 - d) Department Selection: Select International Center
 - e) Shipment Creation – Type of Document: Select I-20 from the drop down list (FedEx, DHL or UPS)
 - f) Carrier Selection, Cost and Transit Time: Select the carrier you prefer
 - g) Payment Confirmation: Enter your payment information

The International Center will receive your shipping label by email. Once your I-20 is ready, we will ship your I-20. You will receive a tracking number by email. Most international shipments take 3 to 4 days for delivery. This shipment option is valid for one year so if you are not admitted and we do not send you an I-20, you have one year to use it.

PICK UP SELF – You will pick up your I-20 in our office.

TRANSFER

Your Letter of Acceptance will be emailed to you. The original letter will be kept in your file until you pick it up. Your I-20 will be issued after you attend the mandatory orientation for new students and register for classes.

If you need your I-20 because you are traveling outside the U.S. before the semester begins, select this box and an option above (under INITIAL). You will need to provide a copy of your itinerary.

RETURNING

Your Letter of Acceptance will be emailed to you. The original letter will be kept in your file until you pick it up. Your I-20 will be issued after the semester begins.

If you need your I-20 because you are traveling outside the U.S. before the semester begins, select his box and an option above (under INITIAL). You will need to provide a copy of your itinerary.

CHANGE OF STATUS

You must pick up your I-20 in our office and meet with the Senior Specialist, who will give you information regarding the change of status immigration requirements.

Student's signature (In English Writing): _____ Date: _____