CONTRA COSTA COLLEGE

Express Mailing Service – eShipGlobal

Contra Costa College's International Student office uses a secure express shipping service for students who wish to receive their documents via FedEx, UPS, or DHL. This method is recommended, as it is the only way to track your shipment, but it is not required. U.S. Air Mail can present a challenge in reaching certain countries and rural areas.

You can use this shipping program to receive documents from our office. Please note that express mail is at your expense. You should expect shipping to cost anywhere between $50.00 and $120.00 USD based on distance traveled. eShipGlobal handles all payment transactions. eShipGlobal accepts all credit cards, PayPal, and wire transfers.
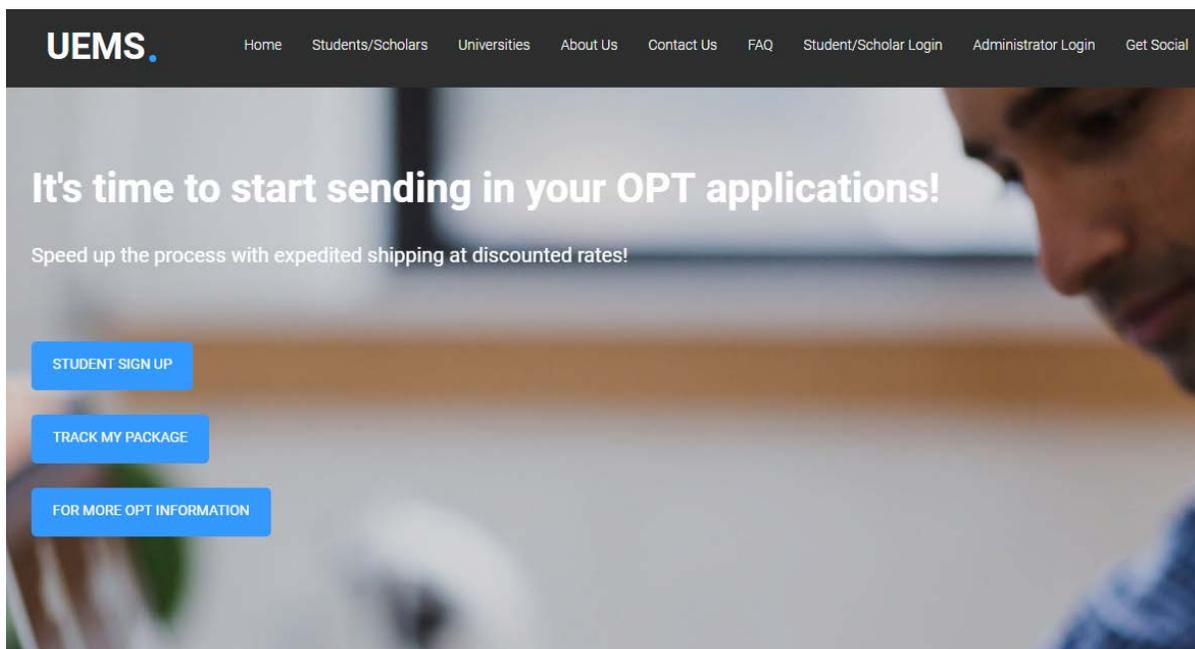
To request express mail service please follow the instructions below.

Creating an eShipGlobal Account

1. Start at **eShipGlobal** website: https://study.eshipglobal.com

   NOTE**: Do not go to the FedEx, UPS, or DHL sites directly!!

2. Click **"STUDENT SIGN UP"**:

3. **Create an account:**
   - You will be required to create your own username (using a reliable email address) and password in order to create an account. You are encouraged to use an email and password that you can use for many years to come.
   - Complete the registration page:

Thank you for Registering

Welcome to Student shipping.

Thank you for taking the time to complete the registration process. You have taken the first step toward saving money and time.

Activation is required before you can start using your account. An email has been sent to you with further instructions on activating your account. Please note that you will not be able to login until after the activation step is complete.

If you have not received the activation email from us, please check your bulk mail and spam folders before contacting us at [studentsupport@eshipglobal.com] to resolve the issue.

4. **Check your email to activate your account:** A confirmation email will be sent to the email you entered. -- Click the link in the email to activate your account.

5. **Log in:** Click **"Student/Scholar Login"** at top of the screen
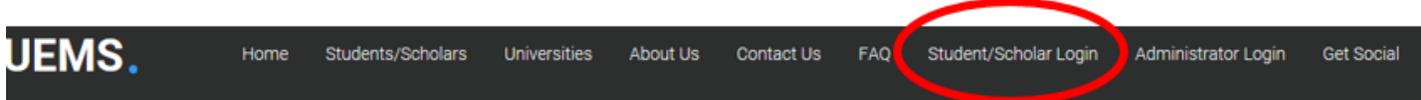
Registration - Activation Success

Thank you. Your account has been successfully activated. You can now log in to the system.

6. **Log in** with the account you just created to manage or create shipment requests.

7. **Click on "Received Documents from university":**

RECEIVE DOCUMENTS FROM UNIVERSITY

Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Degree Certificate, or any other critical paperwork to your address.

8. **Type Contra Costa College in the "University Search" bar:**

University Search

> Contra Costa College

9. **Select "International Student Office":**

Selected University: Contra Costa College Change University.

Select the department you wish to receive a document from and click continue.

International Student Office

CONTINUE

10. **Confirm Sender's and Receiver's address:**

Sender's Address

Change Department | Change University

Contra Costa College

2600 Mission Bell Dr, SSC-110

International Student Office

San Pablo CA 94806

United States

Receiver's Address

(Current mailing address)

1. The address **must** be entered in **English**.

2. Characters are limited to the following : a-z A-Z 0-9 - _ . / , # ( ).

3. The address cannot be changed once the order is confirmed.

4. The address lines are limited to 35 characters each.

11. Select the **type of document** you are requesting (first semester students will be selecting **I-20 document**).

12. Select **a carrier** from the list of options provided within your account:

13. Enter your **payment** information (credit card, PayPal, or wire transfer).

Receiving your shipment

Once confirmed, CCC will be notified of your request. Please note that you must have completed the necessary steps for application to receive your documents. Please allow up to 3 business days for processing your request.

Once your documents are processed and shipped, you will receive a tracking number and be able to track your shipment from eShipGlobal website.

Questions about eShipGlobal?
Use the "HELP" link in the website for step-by-step instructions. If you have additional questions about how to use this service, please refer FAQ link or email support at support@eshipglobal.com.

Questions about Contra Costa College?
Call us at +1(510)215-3922 or +1(510-215-3954 or email us at international@contracosta.edu.