

Using Express Mail Services to Receive Documents from International Students Office at Madonna University

1. Register and activate your account at <https://study.eshipglobal.com>. Registration and activation of your account is free.

Student Login

Email:

Password:

[Forgot Password?](#)

2. Click the “Receive” option.



3. Type “Michigan” in the search box, or select it from the drop down list – “Madonna University”

University Search: (enter atleast 3 characters)



ISO: Use eShipGlobal Instruction

4. Select “International Students Office” and then “Continue.”

Selected University: Madonna University

Select the department you wish to create a shipment from and click continue. Click on 'Go Back to Universities' to return to the University listing page.

International Students Office

Continue
Go Back to Universities

5. Complete the shipping form, and select “Ship/Quote.”

Receiver's Address⁺:
(Current mailing address)

1. Change or enter new address below. The documents will be sent to this address.
2. The address **must** be entered in **English**.
3. Characters are limited to the following : a-z A-Z 0-9 - _ . / , # ().
4. The address cannot be changed once the order is confirmed.
5. (For agents: enter name as "Student Name/Your Name").
6. The address lines are limited to 35 characters each. Please shorten your address if it does not fit.

Student ID :

*Country :

*Student Name/Contact Name :

*Address Line 1 :
*(Enter the complete mailing address here)
If entering a PO Box address click here*

Address Line 2 :

Address Line 3 :

*City :

¹State/Province :

Zipcode/Postalcode :

*Phone :
(Carriers will call this phone number if they have any questions on the delivery)

Email :
(Copy of the shipment order will be sent to this email address)

6. On the confirmation page, check your shipping details.

Shipment Creation [Step 2] Carrier Selection, Cost, and Transit Time

- Find below the estimated costs for shipping to the address you entered.
- Please verify the entered address and select the appropriate carrier/service from the options listed below.
- You will be asked to select the payment type in the next page.
- To cancel this shipment and go back to the home page, click on the "Cancel shipment" button.

Shipment Information				
Sender	Receiver ⁺	Service	Ship Amount	Select Service
Madonna University 36600 Schoolcraft International Students Office Livonia MI 48150 United States	Grace Philson 1 Taipei Taiwan 886-2-2934-0064 gphilson@madonna.edu SID:NOSID [Edit]	 FedEx FedEx International Priority [Estimated Delivery]	List Price: USD 55.36 Your Price: USD 44.24 You Save: USD 11.06 [20%]	<input type="radio"/>

Continue
Cancel shipment

Please select a carrier/service to continue

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- 7. On the same page, complete the credit card information form.**
- 8. Select “Confirm” to advance to the shipment summary page.**
- 9. Madonna University will automatically be notified by eShipGlobal that you have requested your documents via eShipGlobal. You can track the shipment using the tracking number provided.**
- 10. Receive your documents in 3-5 business days from the date of mailing.**