

Requesting Express Mail

The Office of International Student Services uses an online service - eShipGlobal - that will allow you to send and receive your documents through an express mail carrier (DHL or FedEx). You must use the website provided below. Do not go to the DHL or FedEx website directly.

If you request that your documents be delivered by express mail, it is at your expense, and your credit card (Visa, MasterCard, or Discover only) will be charged when you request the service.

To request that your documents be sent by express mail, go to the following website (the site works best with Internet Explorer or Mozilla Firefox browsers):

<https://study.eshipglobal.com>

If you use this service, you will be required to create your own user name and password in order to create an account. To request shipment, you will need your mailing address, e-mail address, telephone number and credit card information. If you experience any problems when using the online service, please use the help feature on their website. Upon completing the request, you will be sent an email that includes a tracking number and order details for your shipment.

Instructions for Sending and Receiving Your Important Documents

Send your documents to Tallahassee Community College

1. Register and activate your account at University Express Mail Services. Registration and activation of your account is free.
2. Select the "Send" option.
3. Type "Florida" in the search box, or select it from the drop down list.
4. Select "Tallahassee Community College" and then "Continue."
5. Select the specific college department and then "Continue."
6. Complete the shipping form and select "Ship/Quote."
7. Print airway receipt and label, prepare the package, and take it to FedEx or DHL office nearest to your location to send.

Receive your documents from Tallahassee Community College

1. Register and activate your account at [University Express Mail Services](#). Registration and activation of your account is free.
2. Click the "Receive documents from university" option.
3. Type "Florida" in the search box, or select it from the drop down list.
4. Select "Tallahassee Community College" and then "Continue."
5. Select the specific college department and then "Continue."
6. Complete the shipping form, enter your TCC ID number for Student ID and select "Ship/Quote."

Note: P.O. Box addresses are generally not preferred by express carriers. If entering a P.O. Box address, be sure you provide the complete physical address where the P.O. Box is located in order to avoid delays.

1. On the confirmation page, check your shipment details.
2. On the same page, complete the credit card information form.
3. Select "Confirm" to advance to the shipment summary page.
4. Tallahassee Community College will automatically be notified by University Express Mail Services (eShipGlobal) that you have requested your documents via express mail. You can track the shipment using the tracking number provided.
5. Receive your documents in 3-5 business days from the date of mailing.