



INTERNATIONAL PROGRAMS

Mail Request of International Documents

The International Programs Center is pleased to make available an express mailing service that will allow you to receive the documents through DHL or FedEx in 3-5 days. Requesting your documents through express mail is at your expense, and your credit card (*Visa, MasterCard or Discover cards only*) will be charged upon requesting the service. To request express mailing of your documents, go to the following secure website <https://study.eshipglobal.com>. (Express Mail Request)

Requesting International Mail:

1. <https://study.eshipglobal.com/register/>
2. Complete the registration form: you will need to be prepared with
 - a. The email address you will use for the communication from this company,
 - b. Mailing address and phone number. After registering, within 30 minutes you will receive an email requesting that you activate your account. This is required for you to begin using the account.
3. Follow the instruction in the email you receive to activate your account. Once the activation process is complete, you will receive another email confirming this fact.
4. Prepare the shipping label: for this step you must have already activated your account.
 - a. Select "Receive a Package From Universities," then "Arkansas" from the map of the United States,
 - b. Next "NorthWest Arkansas Community College"
 - c. Finally "Global Communities Center." This will ensure your shipping label is received by our office. Once you get to this step, you will need to have your mailing address (U.S. or foreign), phone number and email address.
 - d. **Please use uemsid-xxxx if you do not yet have your NWACC ID.** At the end of the screen, you should select "ship/quote." You will receive a quote and have the option to choose your carrier – FedEx or DHL. At this stage, you will also be able to select your method of payment (i.e. credit card or wire transfer). Please pay close attention to the information submitted on these screens, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your documents.
5. The final email you receive from eShipGlobal will be confirmation of your order. This email will provide you with detailed information about your shipment (i.e. payment amount, tracking number, mailing address, etc.). The International Programs Center will

receive a copy of this email at the same time as you, so there is no need to forward us the information.

If you experience any difficulty in registering and processing the shipment, please use the "Help" link in the site for step-by-step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com. For all other inquiries related to your immigration, please email internationalprograms@nwacc.edu.

Requesting mail inside the United States:

If you want your documents sent by regular mail within the United States then you can request this via email. However, we may only mail to the address on the application and it must be directed to the student themselves and no one else.

Per the United States Department of Homeland Security,
no I-20/DS-2019's may be given to 3rd party individuals

Please contact The International Programs Center with any Questions at:
InternationalPrograms@nwacc.edu or 479-986-4069 479-619-2224