Pay for Express Mail Service: Use eShipGlobal

eShipGlobal is an online service that allows you to easily pay for express mail delivery with your credit card (Visa, MasterCard or Discover cards only). Do NOT request delivery through the FedEx website. All express mail-related communication will be handled by the eShipGlobal service. To pay for express delivery through eShipGlobal, follow these instructions:

1. Go to https://study.eshipglobal.com/ and click on “Sign Up” to create your account:
2. Enter the required information and click “Register”.

![Registration Form]

*Required Fields.
1 State/Province is required for shipping to Canada and Mexico. For all other countries, select your State/Province from the drop-down box if it is listed. If it’s not listed, you are not required to select anything.
2 Zip Code/Postal Code is required for shipping to Canada and Mexico. For all other countries, if you do not have a Zip Code/Postal Code associated with your address, you can leave it blank.
3. An activation email is generated and sent to the email address you gave:

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Dear [Student’s Name],

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 [Student’s Email Address] 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 [student.support@eshipglobal.com] to resolve the issue.

Click on the link to activate your account. A new internet browser will temporarily open and activate your account.
4. You will receive another email indicating that your activation was successful:

![Welcome to Student shipping - Activation Success](image)

Dear Sherlock Admissions,

Welcome to Student shipping.

Your account has been activated. If you have a question that is not answered on our site or have a suggestion, we encourage you to email us at support@eshipglobal.com or call us at (800) 816-1615. (International callers please call 001-972-518-1775)

Your account summary:
Email: [email redacted]@gmail.com
Created on: 7/12/2010 12:31:11 PM

Thank you.

Sincerely,
The eShipGlobal Team.

P.S. Please retain this email activation confirmation as it contains useful information about your account.

You can now log into the eShipGlobal website at [https://study.eshipglobal.com/](https://study.eshipglobal.com/) and create a shipment label.

**NOTE:** Please **DO NOT** create a shipment label until you have received confirmation from the Office of Graduate Admissions that you have been admitted.
5. To create a shipment label, go to eShipGlobal ([https://study.eshipglobal.com/](https://study.eshipglobal.com/)), enter your email address and password and click “Login”: 

![eShipGlobal login page](image-url)
6. You will see your welcome page. Click on “Receive a Package from Universities”:
7. Choose Texas either from the drop-down menu or the map:

You can also type “Texas Tech University” in the University Search box.
8. Scroll down and choose “Texas Tech University” and click “Continue”:

9. Then choose “Graduate School” and click “Continue”: 
10. Your profile information should populate in the shipping fields. Make any necessary corrections and click “Ship/Quote”:
11. Enter your payment information and click “Submit”:

You will receive confirmation when your transaction has been approved.

An email will be sent to the Office of Graduate Admissions notifying us of your shipment label creation. We will then print out your shipment label once your documents are ready to ship, and you will be notified by eShipGlobal once the packet has been picked up for delivery.