

# Receiving your Diploma via Express Mail

## **Graduating International Students: How to get your diploma via express mail.**

Texas Tech Graduate School Enrollment Services division uses an express mail service that will allow you to receive your diploma through FedEx. Requesting your diploma through express mail is at YOUR expense. Your credit card (Visa, MasterCard or Discover cards only) will be charged upon requesting the service. To request express mailing of your diploma, go to the following website (works best with Internet Explorer & Mozilla Firefox browsers).

**<https://study.eshipglobal.com>** and you will need to choose the "Graduate School – Diploma Order" (Diplomas only) link.

You must use the website provided above – do not go through the FedEx website directly, all communication will go through the eshipglobal service, who will notify us that you are requesting your diploma to be sent by express mail.

If you use this service, you will be required to create a user name and password to set up an account. To request shipment, you will need your R number, mailing address, e-mail address, phone number and credit card information.

*Please pay close attention to information submitted as errors in credit card information or incomplete or incorrect addresses will delay receipt of the diploma.*

The Graduate School will be notified by eShipGlobal Services once the student has requested express mail shipment of the diploma.

For assistance registering or requesting shipment of the diploma, please use the "Help" link at the site: **<https://study.eshipglobal.com>** or contact eShipGlobal Services directly at **[support@eshipglobal.com](mailto:support@eshipglobal.com)**.