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1. Go to their website <https://study.eshipglobal.com> and click on "Sign up" to create your account.
2. Enter the required information and click "Register".
3. An activation email is generated and sent to the email address you provided. 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. You can now log into the eShipGlobal website at <https://study.eshipglobal.com/> and create a shipment label.
5. To create a shipment label, go to eShipGlobal, enter your email address and password, and click "Login".
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 "OFFICE OF INTERNATIONAL AFFAIRS" and click "Continue". Do **NOT** choose any other option.
10. Your label information will show that it is being sent from Alexa Smith at the Texas Tech Office of International Affairs.
11. Your profile information should populate in the shipping fields. Make any necessary changes or corrections, and click "Ship/Quote".
12. Enter your payment information and click "Submit". You will receive a confirmation from eShipGlobal when your transaction has been approved. An email will be sent to the Office of International Affairs 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.