



MAILING OR PICK-UP AUTHORIZATION

Section A: Student Information	
LAST (FAMILY) NAME in Passport:	FIRST NAME in Passport:
DATE OF BIRTH (mm/dd/yyyy)	DU ID Number:
Documents to be picked up:	

ISSS sends all official communications, including important information about your immigration status, to your official @du.edu email address. It is important that you check this account regularly. For information regarding your DU e-mail, visit <http://www.du.edu/uts/helpdesk/docs/email.html>.

PLEASE PICK ONE OPTION

___ OPTION 1: Third Party Information (**PERSON PICKING UP MUST PRESENT PHOTO I.D**)

Name of Person Picking up the Documents:	
Student Authorization: I authorize ISSS to allow the above named individual to pick up my immigration document(s) for me. I will not hold the University of Denver responsible for any consequences of having my document picked up by this third party, such as loss, damage, theft, or negative effect on my immigration status	
Student Signature:	Date:
Third Party Statement: I am the above named individual and I will give the documents named above to the student within 30 days of pickup.	
Signature of Third Party:	Date:

___ OPTION 2: Mail Documents using US Postal Service (**DOMESTIC ADDRESSES ONLY**)

This is a FREE service that uses the United States Postal Service, you will NOT receive a tracking number and you will NOT have the option to expedite shipping.

I authorize ISSS to mail my immigration document(s) to me at the below address. I will not hold the University of Denver responsible for any consequences of mailing my document(s), such as loss, damage, theft, or negative effect on my immigration status

Student Signature:	Date:	Phone Number:
--------------------	-------	---------------

ADDRESS DOCUMENTS WILL BE MAILED TO:

Street:	City:	State:	Zip Code:
---------	-------	--------	-----------

___ OPTION 3: Mail Documents using EXPRESS or INTERNATIONAL MAIL

-We use an express mail service called "eShipGlobal" which allows you to receive your documents through DHL, Federal Express, or United Parcel Service.

-Please note that shipping of your documents through eShipGlobal is at **your expense**. Your credit card (Visa, MasterCard or Discover cards only) will be charged upon request of the express mail service. You will be able to track your documents.

-In order to receive your documents by express mail, you must use the eShipGlobal website – do not access the DHL, Federal Express, or UPS website directly. All communication will go through eShipGlobal who will notify our office once you have requested that your documents be sent by express mail.

-To request express mailing of your documents, please go to the following website: <https://study.eshipglobal.com>.

1. Make a username and password. You will have to use your email to activate your account
2. Sign-in using your email and password
3. Select that you would like to *Receive a Package from a University*
4. Follow the prompts to select *University of Denver* and set up your shipment.- You will have to provide your DU ID, mailing address, email address, phone number, and credit card information.
5. When asked to select a department, please select *INTL Student & Scholar Services*.

Student Signature:	Date:
--------------------	-------

FOR OFFICE USE ONLY	
Front Desk received and Docs Picked Up _____ Date _____	GA Processed _____ Date _____