

### MAILING AUTHORIZATION

Section A: Student Information		
DU ID:	LAST (FAMILY) NAME:	FIRST NAME:

\* ISSS will send all communications about this request to your @du.edu email. Remember to check this account regularly.

\*\* The Student Exchange Visitor Program (SEVP) now requires that schools release I-20s only to F-1 students or the F-2 spouse. An I-20 cannot be released to a friend or family member except in unusual circumstances. Please email [iss@du.edu](mailto:iss@du.edu) if you have questions.

<input type="checkbox"/> OPTION 1: Mail Documents using US Postal Service (**US ADDRESSES)			
<p>This is a <b>FREE</b> service that uses the United States Postal Service, you will <b>NOT</b> receive a tracking number and you will <b>NOT</b> have the option to expedite shipping.</p> <p>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.</p>			
ADDRESS DOCUMENTS WILL BE MAILED TO:			
Street:	City:	State:	Zip Code:

<input type="checkbox"/> OPTION 2: Mail Documents using EXPRESS or INTERNATIONAL	
<ul style="list-style-type: none"> <li>We use an express mail service called "eShipGlobal" which allows you to receive your documents through DHL, Federal Express, or United Parcel Service.</li> <li>Please note that shipping your documents through eShipGlobal is at <b>your expense</b>. Your credit card will be charged by the mail service. You will be able to track your documents.</li> <li>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 when you have requested that your documents be sent by express mail.</li> <li>To request express mailing of your documents, please go to the following website: <a href="https://study.eshipglobal.com">https://study.eshipglobal.com</a>.             <ol style="list-style-type: none"> <li>Make a username and password. You will have to use your email to activate your account.</li> <li>Sign-in using your email and password.</li> <li>Select <b>Receive a Package from a University</b>.</li> <li>Follow the prompts to select <b>University of Denver</b> and set up your shipment. You will have to provide your DU ID, mailing address, email address, phone number, and credit card information.</li> <li>When asked to select a department, select <b>International Student &amp; Scholar Services -- ISSS</b>.</li> </ol> </li> </ul>	
<i>I authorize the release of any information necessary and authorize any changes needed to complete my request.</i>	
STUDENT SIGNATURE:	DATE:

FOR ISSS OFFICE USE ONLY		
Assigned To:	Processing Checklist:	Processing Notes
	<input type="checkbox"/> Enrollment checked by _____ <input type="checkbox"/> GA processed ____ / ____ / ____ <input type="checkbox"/> ISA processed ____ / ____ / ____	