

Using University Express Mail Services to

Receive Documents from TIEP at Lamar

1. Register and activate your University Express Mail Services account at <https://study.eshipglobal.com>. Registration and activation of your account is free.

For Students/Scholars

Request I-20/DS-2019, applications, important documents, and other forms online from universities.

Applying to an university or got admission to an university? Click below to learn more about the secure delivery of your I-20/DS-2019, how to register, how to place your request, and check to see if your university participates.



2. Click the “Receive” option.



3. Type “Texas International Education Consortium” in the search box and select it.

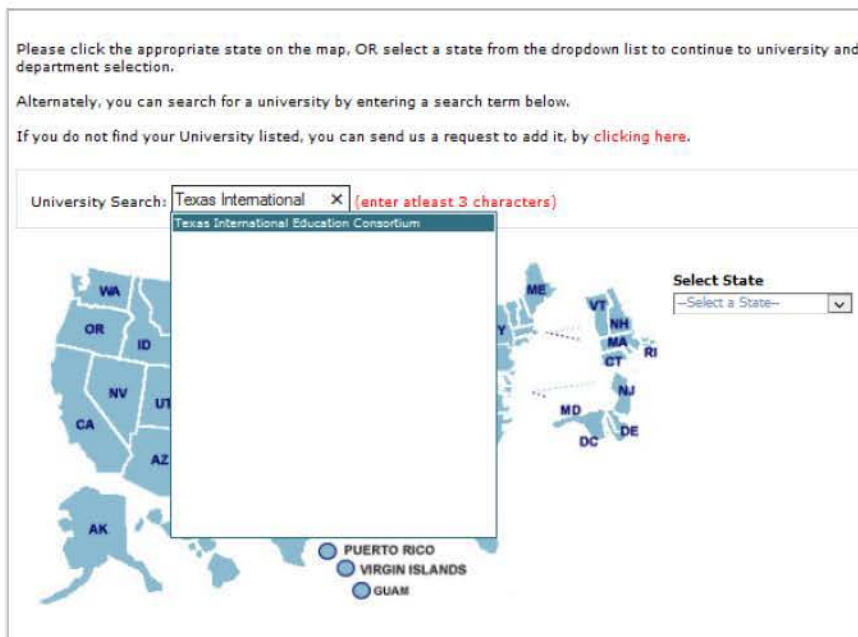
Please click the appropriate state on the map, OR select a state from the dropdown list to continue to university and department selection.

Alternately, you can search for a university by entering a search term below.

If you do not find your University listed, you can send us a request to add it, by [clicking here](#).

University Search: ✕ (enter atleast 3 characters)

Select State



4. Select "TIEP at Lamar" and then "Continue."

Select Department

Selected University: Texas International Education Consortium

Select the department you wish to receive a document from and click continue. Click on 'Go Back to Universities' to return to the University listing page.

TIEP at Lamar

Continue Go Back to Universities

5. Complete the shipping form, use Lamar ID as the student ID number, and select "Ship/Quote."

Shipment Creation [Step 1] Complete Ship Form

Please complete the form below with your shipping address. Please make sure to enter a valid email address, as the payment receipt will be mailed to the email that you enter here. Once the form is filled in, click on "Continue" to view and compare the service options and rates for available carriers.

Sender's Address: James Moore (Change Department) (Change University)
Texas INTL Education Consortium
211 Redbird Lane, Box 10130 TIEP at Lamar
Beaumont TX 77710
United States

Receiver's Address¹:
(Current mailing address)

1. Change or enter new address below. The documents will be sent to this address.
2. The address must be entered in English.
3. Characters are limited to the following: a-z A-Z 0-9 - _ / , # ().
4. The address cannot be changed once the order is confirmed.
5. (For agents: enter name as "Student Name/Your Name").
6. The address lines are limited to 35 characters each. Please shorten your address if it does not fit.

Load destination from: Profile (default) (Address from profile is pre-loaded, change this if your delivery address is different)

Student ID:

*Country: Select Country

*Student Name / Contact Name:

*Address Line 1:
(Enter the complete mailing address here)
If entering a PO Box address click here

Address Line 2:

Address Line 3:

*City:

²State / Province: Select State

Zipcode / Postalcode:

*Phone:
(Carriers will call this phone number if they have any questions on the delivery)

Email:
(Copy of the shipment order will be sent to this email address)

Shipment Information:

Reference / Comments:
(Comments entered here will be seen by the University and will be printed on the airwaybill)

Continue





Note: PO Box addresses are generally not preferred by express carriers. If entering a PO Box address, be sure you provide the complete physical address where the PO Box is located in order to avoid delays or misdeliveries.

6. On the confirmation page, check your shipment details.

Create Shipment - Confirmation

- Find below the estimated costs for shipping to the address you entered.
- Please verify the entered address and select the appropriate service from the options listed below.
- Enter your credit card information in the form below and click once on the "Confirm shipment" button. The estimated ship amount will be charged to your card, and the charge receipt will be emailed to you if the charge is successful.
- To cancel this shipment and go back to the home page, click on the "Cancel shipment" button.

Note: Your card information will not be stored on our servers. We retain only the last 4 digits of your credit card for auditing. Transit times are estimates only, unless specified otherwise, and are to be used as a general guide. Final transit times may vary based on your location and the actual date the International Office ships the package.

Shipment Information				
Sender	Receiver*	Service	Ship Amount	Select Service
CONFIRM INFORMATION HERE		 FedEx Priority [Delivery Commitment]	List Price: USD 24.99 Your Price: USD 21.23 You Save: USD 3.75 (15%)	
Payment Options				
<input checked="" type="radio"/> Credit card <input type="radio"/> Pay by Cash(Wire Transfer)				
Enter Credit Card Information				
*Cardholder's Name : <input type="text"/>		(as it appears on the credit card)		
*Credit Card Type : <input type="text" value="Discover"/>				
*Credit Card Number : <input type="text"/>		(enter the number without "-"s)		
*Expiration Date : <input type="text" value="01"/> / <input type="text" value="2011"/>		(MM / YYYY)		
*CVV Number : <input type="text"/> what is this?		Four digit number for Amex and three for the rest, from the back of your card		
<input type="button" value="Confirm shipment"/> <input type="button" value="Cancel shipment"/>				
		This site chose VeriSign SSL for secure e-commerce and confidential communications.		

7. On the same page, complete the credit card information form.
8. Select "Confirm" to advance to the shipment summary page.
9. TIEP at Lamar will automatically be notified by University Express Mail Services (*eShipGlobal*) that you have requested your documents via express mail. You can track the shipment using the tracking number provided.
10. Receive your documents in 3-5 business days from the date of mailing.