

MAILING DOCUMENTS

Express Mail Service

- The College of Graduate Studies is pleased to make available an express mail service that will allow you to receive your document through DHL or FedEx. **Requesting your documents through express mail is at YOUR expense.** Your credit card (Visa, MasterCard, or Discover) will be charged upon requesting the service. To request this, go to the following website:
 - <https://study.eshipglobal.com>
- You must use the website above, do not go through DHL or FedEx websites directly. Eshipglobal service will notify us that you are requesting a document to be sent via express mail.
- *The document will arrive within 3-5 business days.*
- 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 UT Rocket ID number, mailing address, e-mail address, phone number, and credit card information. You may request shipment either to your foreign address or to a U.S. address. If your document will be sent to a friend or relative, please include the name of the person who lives at that address.
- Pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your document.
- If you experience difficulty in registering and processing the shipment, please use the "Help" link in the site for step-by-step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com.
 - **Shipping to Burma (Myanmar), Cuba, Democratic People's Republic of Korea (North Korea), Iran, Sudan, and Syria require a special approval from DHL.** In addition to the standard shipping charges, a Restricted Access Country service charge will apply.

Authorization

- You may authorize a friend or relative to pick up your documents. If you wish to do this please send an email to grdsch@utoledo.edu or deborah.andrews@utoledo.edu with the following information:
 - Your full name, Rocket number, and phone number
 - Your friend or relative's name and contact information
 - A statement authorizing them to pick up your documents from the College of Graduate Studies

Air Mail

- We will send your document to you by regular airmail at no cost.
- *Domestic mail can take 1-2 weeks to arrive. Overseas mail can take 4-6 weeks to arrive*