



## EXPRESS SHIPPING INSTRUCTIONS

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OISSS at Bradley University uses an express shipping service for student who wish to receive their documents via an express courier (e.g. FedEx, DHL).

**Please note that the express shipping is done at the student's expense.**

To request express shipping, follow the instruction below exactly and do not go directly to the express courier's website.

Follow these steps to complete your shipment request:

1. Go <https://study.eshipglobal.com/>
2. Select "Student Sign-Up" at the bottom of the page
3. Create your account. You will need the following information:
  - Your Bradley Student ID#
  - Mailing Address
  - Email Address
  - Telephone Number
  - Credit Card Information
4. Retrieve the "Student Shipping Activation" link through your email
5. Log in using your email and password
6. Choose the "Receive" button
7. Search "Illinois" or click on "IL" on the map
8. Choose "Bradley University" from the list of schools
9. Choose "Graduate School" from the list of departments
10. Enter/verify your Bradley student ID number, mailing address, phone number and email
11. Select an express mailing courier
12. Enter your payment information
13. Submit the shipment

Upon complete the request, eShip will send you an email that include a tracking number and order details for your shipment. OISSS will also receive notification from eShip that you have completed the request and we will process the shipment at that time.

**\*Please know that any shipments requested after 2pm will be picked up the next business day\***