

Request Shipment Using eShip Global

Mailing Instructions

The International Admissions at Concordia University-Wisconsin uses [eShipGlobal](#) for shipping documents to and from the institution. Please follow the instructions provided below to create an eShipGlobal account and request your document(s) from International Admissions.

How To Request Your Shipment From Concordia University-Wisconsin:

1. Register for an account [here](#), enter your information, and click Register
2. Login with your Email and Password
3. Click the document icon of the document you want to receive (or click "Receive Packages from University")
4. Type "[Concordia University-Wisconsin](#)" into the search box and select
5. Select "[International Admissions](#)" from the list of departments provided, then click Continue
6. Review/edit (if necessary) the shipping form and select your document type, then click Continue
7. Select preferred method of delivery and click Continue
8. Select method of payment (ex. Credit/Debit Card, Wire Transfer or PayPal), enter payment information, click Confirm Payment
9. You have successfully created an order and a notification has been sent to International Admissions to send out your package.
10. Once your package has been processed, you will receive a confirmation email that contains your tracking details, and can also track it through your eShipGlobal account and [mobile app](#).

Questions?

Please contact eShipGlobal Customer Support directly regarding any and all questions, or for any assistance required.

eShipGlobal's Support Representatives are available Monday through Friday, from 8:00 a.m. to 5:00 p.m. (CST) via email, phone, or live chat.

- Email: studentsupport@eshipglobal.com
- Phone: 800-816-1615 or 972-518-1775 (for US or Canadian callers); 001-972-518-1775 (for International callers)
- or Chat online with a live representative

You may also refer to eShipGlobal's [FAQ](#) page for "Frequently Asked Questions" and answers.