

Send Shipment to International Admissions Office 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 send your document(s) to International Admissions.

How To Send Your Shipment To 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 send (or click "Send Packages to 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. Select preferred method of delivery and click Continue
7. Select method of payment (ex. Credit/Debit Card, Wire Transfer or PayPal), enter payment information, click Confirm Payment
8. To complete and ship your package, in your Shipment History, click 'Details' next to the associated order, and 'Print Label'.
9. You may schedule a pickup directly from your location with the chosen carrier by clicking on 'Schedule Pickup', or, you may drop your package off at a nearby carrier facility.
 - a. Drop off locations can be located by clicking on the 'Drop Off Locator' link at the top of the screen.

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](tel:800-816-1615) or [972-518-1775](tel:972-518-1775) (for US or Canadian callers); [001-972-518-1775](tel: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.