

## Shipping Information

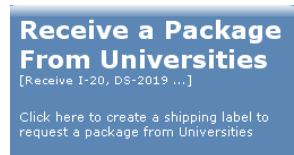
To receive your I-20, Admissions information, and other related documents for use in your embassy interview, you will need to pay the cost for shipping these documents if you are living outside the United States. (Students in the U.S. can opt have documents sent via U.S. Postal Service at no charge).

### Receive Your Documents Through Express Mail (eShip Global)

The service Gordon-Conwell uses to have your documents shipped to you is eShip Global. This service allows you to go online and pay the shipping costs prior to arriving at Gordon-Conwell. Requesting your I-20 and other related documents through express mail is at your expense and your credit card will be charged upon requesting the service. You may request shipment either to your foreign address, or to a U.S. address. If sending to a U.S. address, please include the name of the person who lives at that address. You must use the Web site provided below – do not go through DHL or FedEx directly.

To request express mailing of your documents, go to the following eShip Global Web site and follow all instructions:

- **Go to the following link: <https://study.eshipglobal.com>**
- Click on the “Sign Up” button under the Students Section (see right).
- You will be required to create your own user name and password to create an account.
- Select “Receive a Package from Universities” (see right).
- Find “Gordon-Conwell Theological Seminary” and select “Office of Student Life Services” as the sender (which is the only sender option for Gordon-Conwell).
- To request shipment, you will need to enter your GCTS ID number, mailing address, e-mail address, phone number and credit card information.
  - Please 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 of your requested documents.
  - If your mailing address changes after the time you first enter your information into eShip Global (i.e. you want your document sent somewhere else), you must log in again to make the update.
- You may select either “DHL” or “FedEx” for your shipping service.



To request shipment, you will need your GCTS Student ID number, mailing address, e-mail address, phone number and credit card information. Please 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 I-20. If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step by step instructions.

The cost of shipping is your responsibility. If you do not attend Gordon-Conwell, or if any of your plans change, there is no refund for shipping your I-20 through E-Ship Global. If you have additional questions about how to use this service, please e-mail [support@eshipglobal.com](mailto:support@eshipglobal.com).

### Paying Shipping Charge on your Student Account (alternate)

If you do not have the ability to pay the shipping costs online through eShip Global, Gordon-Conwell will ship your I-20s to you through DHL and bill your student account. This charge must be paid upon arrival at the beginning of the semester. This option is only available to student who are requesting shipping outside the U.S. Students currently residing in the U.S. will need to receive their documents via U.S. Postal Service or arrange for shipping through e-Ship Global.