



Dear Prospective La Verne Student,

Greetings from the University of La Verne! We trust this message finds you well. Please note that our office mails all items via regular airmail, which can take 2-4 weeks to reach its destination. To request express mailing, please follow the instructions listed below. We recommend that you request express mailing after your admissions status changes to "complete" as a decision will be rendered shortly.

- 1) Please visit <https://study.eshipglobal.com> (*works best with Internet Explorer & Mozilla Firefox browsers*)
- 2) Click on "Sign Up" under For Students/Scholars. Create and verify your account.
- 3) Login to your account and click on Receive a Package From Universities
- 4) Type in "University of La Verne" and click Search. Select Undergraduate Admission or Graduate Admission and click Continue.
- 5) Enter your La Verne student ID# in the student ID field. If you do not yet have your La Verne ID please enter your date of birth in MM/DD/YYYY format.
- 6) Follow the instructions to enter your address and phone number. Click Next.
- 7) We recommend that you select "FED EX" as your carrier for faster service. Though [FedEx](#) services most locations, you may choose to have your items mailed via [DHL](#).
- 8) Enter your credit card information.

Errors in the credit card information or address information will result in a delay. A waybill will be sent to our office and will be used to mail your shipment. Make sure that your address is correct and deliverable. You will be able to track when your item has been mailed by logging back into the EShipGlobal system.

If you have questions about how to use this service, visit the [FAQs section](#) of <https://study.eshipglobal.com> or email student.support@eshipglobal.com.

Sincerely,

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