

# University of La Verne

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 [study.eshipglobal.com](http://study.eshipglobal.com).
2. Click on "Sign Up" under **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 "FEDEX" 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 [study.eshipglobal.com](http://study.eshipglobal.com) or email [student.support@eshipglobal.com](mailto:student.support@eshipglobal.com).

Sincerely,

Admission Staff

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