Instructions for using E-shipglobal

When CGE needs to expedite documents (such as the I-20), we use an express mail service that will allow you to receive your documents by FedEx at YOUR expense. Your credit card (Visa, MasterCard or Discover cards only) will be charged upon requesting the service.

To request express mailing of your documents, go to https://study.eshipglobal.com. You must use the website provided above – do not go through FedEx website directly, all communication will go through the E-shipglobal service, who will notify us that you are requesting your documents to be sent by express mail.

To use E-shipglobal, you will be required to set up an account. On their homepage, click on the button “Student Sign Up” near the bottom of the main page.

An activation email will be sent to your email address. Click on the link to confirm your registration. On successful activation, you will be sent an email confirming the same. After you activate your account, you can log in using your email and password. Once logged into E-shipglobal please follow these instructions:

1. Click on "Receive a Package from Universities"
2. Choose the state "California"
3. Choose "San Francisco State University"
4. Choose "American Language Institute"
5. In the Student ID#, enter NOSID
6. If you are an agent working with a student, type the applicant's full name in the box next to "Reference/Comments" under "Shipment Information" section
7. Click on "Ship/Quote"
8. Pay online with credit card (Visa, MasterCard, Amex, Discover), Visa debit card, PayPal, or wire transfer
9. eShip will send your express mail request to the ALI
10. Once your admission documents are ready to be sent, ALI will send you an email message with the tracking number