



# IELC Shipping Request Form

Please complete this form to indicate how you would like to receive your acceptance letter and I-20, or other documents.

1) **Name** (as listed on passport) \_\_\_\_\_  
Last Name (Family Name) First Name Middle Name

2) **Complete Current Mailing Address:** \_\_\_\_\_  
Street Address

City Province Country Postal Code

Telephone: \_\_\_\_\_

3) **Please mail the following documents to the shipping address above:**

- I-20 and Acceptance Letter  
 Other \_\_\_\_\_

4) **Shipping Method (check one)**

**Regular Mail / Airmail** (IELC will ship Regular/Airmail at no additional cost  
No tracking number will be provided)  **Hold For Pickup**  
Name of person picking up \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Express Mail\***

### \*Express Mail Instructions

1. Create an account at <https://study.eshipglobal.com>. An activation email will be sent to you to complete the account activation. (Do not go directly through DHL, UPS or FedEx.)
2. Select "University of Nevada, Reno" as the university and "Intensive English Language Center" as the department.
3. Enter your mailing address.
4. Enter your payment information.
5. Place your order. You will be sent an email that includes the tracking number and order details of your shipment.
6. Email [IELC@unr.edu](mailto:IELC@unr.edu) to let us know that you have paid your express mail fee.

*If you experience any difficulty in registering and processing the shipment, please use the "Help" link on the site for step-by-step instructions. If you have any additional questions about how to use this service, please email [support@eShipGlobal.com](mailto:support@eShipGlobal.com).*

By signing below, I authorize UNR's Intensive English Language Center (IELC) to mail my documents to the above mentioned shipping address. If I have selected to have my documents sent via express mail, I authorize IELC to use the information I have entered on the University express Mail Services eShipGlobal website. I will be responsible for any fees incurred if the credit card transaction is declined.

\_\_\_\_\_  
Applicant's Signature (By signing, I understand and will abide by information noted above.)

\_\_\_\_\_  
Date (Month / Day / Year)