KENT STATE
U N I V E R S I T Y

Steps for Creating a Shipping Label

If you need the Office of Global Education to mail a document to you, please create a shipping label for us to use by following these instructions:

1. Go to: https://study.eshipglobal.com

2. After you click "Students" on the top bar, you will click 'Sign up' on the bottom of the page, and type your information into the fields as requested.

3. Once you have registered and logged in (you will receive an email with "UEMS – Activation" in the subject line), you will select "Receive Documents."

4. Search for Kent State University – Kent Campus and click Continue, then select Office of Global Education and click Continue.

5. Enter your mailing address and in student ID field please use your KSU ID number that beings with "810". In the "Reference/Comments" section, please specify what document you are requesting that we mail you.

6. Once you have selected your preferred service and paid the shipping fee, our office will receive notification that you have created a shipping label and we will mail the requested document to you. If we have any questions regarding your shipment, we will use the email address provided in the mailing address to contact you.

If you have any questions about this process or the document you are requesting that we send to you, please contact us at isss@kent.edu