

The Registrar's Office is using eShipGlobal for diploma shipping. Below is the process. Please go to <https://study.eshipglobal.com/> and sign up for the service.

Click on "Student/Scholar Sign Up" and enter the required information.



Student/Scholar Registration

Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue.

1. The address must be entered in English.
2. Characters are limited to the following: 0-9 A-Z @ _ . / # []
3. Address lines 1 and 2 are limited to 30 characters each.

*Email

(Used for activating your account, and for sending order information.)

*Retype Email

*Password (minimum 8 characters)

*Retype Password

*First Name (maximum 17 characters)

Enter Student's name here

*Surname/Family Name/Last Name (maximum 17 characters)

Date of Birth
Month Date Year

*Country

Select country

*Street Name/Address Line 1

Current mailing address for receiving documents

Address Line 2

Address Line 3

*City

State/Province

Zip Code/Postal Code

*Phone

+000

(Numeric - 10 digit number for US and Canada; the country code is auto-populated for all countries)

Receive alerts via text message

I agree to receive commercial email, newsletters and/or marketing information/promotional items from eShipGlobal Inc.

By Clicking Register, you agree to eShipGlobal Inc.'s [Terms of Service](#)

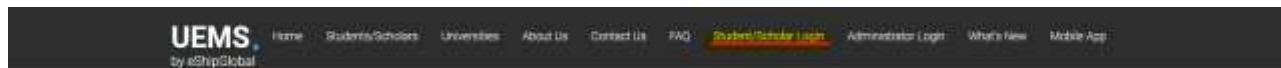
REGISTER

*Required Fields

1 Select a State/Province from the Drop Down Menu, which is required for shipping to the United States, Canada, and Mexico. For all other countries, you are not required to make a selection.

2 Countries like United States, Canada, United Kingdom, Mexico, India, China, and South Korea (to name a few) require state and postal code. Zip Code/Postal Code field can be left blank for countries that do not have a zip code.

After clicking “Register” you will receive an email to the account provided asking you to “Activate Your Account”. Once your account has been activated, log in to the system. To do this, click on the “Student/Scholar Login”.



Registration - Activation Success

Thank you. Your account has been successfully activated. You can now log in to the system!

Enter your Log In credentials.



Student/Scholar Login

Email

Password

[Forgot Password?](#)

LOGIN

[Resend Activation Email?](#)

SIGNUP*

Choose "Receive packages from University".

Select your University. You can either type in the University's name (Missouri Western State University) or you can click on the state on the map provided. If choosing to type in the name, a drop down of the lists of colleges and universities will appear as you begin typing.

Make sure to click "Registrar's Office" and "CONTINUE".

UEMS
by eShipGlobal

Home Students/Scholars Universities About Us Contact Us FAQ What's New Mobile App

Get Started Choose University Confirm Address Select Carrier Confirm Payment Request Confirmed

Step 2 - Department Selection

Selected University: Missouri Western State University [Change University](#)

Select the Department you wish to receive a document from and click continue.

International Admissions
Registrar's Office
International Recruitment & Student

CONTINUE

* Note: If you are not sure which Department to choose, please contact the University to avoid delays.

[Online](#)

Complete the information indicating where you want your diploma to be sent. Please remember that this is to be used for international addresses only.

UEMS
by eShipGlobal

Home Students/Scholars Universities About Us Contact Us FAQ What's New Mobile App

Receiver's Address

(Current mailing address)

1. The address **must** be entered in **English**
2. Characters are limited to the following : a-z A-Z 0-9 - _ / , # ()
3. The address cannot be changed once the order is confirmed.
4. The address lines are limited to 35 characters each.
5. The address cannot be a P.O. Box, information provided must be a physical delivery address.

Select Receiver's Address

Profile (default)

(Address from profile is pre-loaded, change this if your delivery address is different)

Student ID

***Country**

Select Country

***Student Name/Contact Name**

***Address Line 1**

(All 3 address lines can be used to enter your complete mailing address)

Address Line 2

Address Line 3

*City

State/Province

Zipcode/Postalcode

*Phone

(Phone Number has to be all numbers and should not include () - or +)

(Carriers will call this phone number if they have any questions on the delivery)

*Email

(Copy of the shipment order will be sent to this email address)

Shipment Information

*Type of Document

(Please choose the document that will be mailed.)

CONTINUE

*Required Fields

You will have a choice of which shipping service company you prefer to use, then will need to submit payment. It is the student's responsibility to take care of the shipping costs.

After all the shipping arrangements are complete and you have paid for and submitted the information to eShipGlobal, the Registrar's Office will be notified. Your diploma will be sent to the requested address using the identified carrier. You will be notified when the package is shipped and can track it through delivery.

Please contact the Registrar's Office in Eder 102 (registrar@missouriwestern.edu) or (816) 271-4211 if you have any questions.