

Express Mailing for I-20/Official Documents

If you have immigration documents at the Office of International Affairs (IA) which you are not able to collect in person, please follow the instructions below to receive your documents through express mailing services.

You will need your TSU ID, email address, phone number, mailing address and a valid credit card (Visa, Mastercard or Discover cards only.)

Your credit card will be charged upon requesting the service.

1. Access the secure website <https://study.eshipglobal.com>.
2. Create an account.
3. Select **The Tennessee State University** as your school.
4. Enter your mailing address.
5. In the Reference/Comments field you must specify what document you are requesting to be mailed (For example, Initial I-20, USCIS Mail, Reprinted I-20, etc.).
6. Review your address and payment information. *Errors in the information submitted will delay the shipping of your I-20 or DS-2019.*
7. Place your order.

IA Processing Time for Express Mail Orders

Requests for express mailing received before 8 am will be mailed out by the end of the business day. Requests for express mailing received after 8 am will be sent out the next business day.

Please note that requesting express mail will not expedite the processing time for the item requested; express service only applies to the delivery time.

If you have questions about how to use this service, please email odia@tnstate.edu.