



International Mailing Instructions

Mailing Instructions

The International Student Admissions at Spoon River College uses [eShipGlobal](#) for shipping documents to and from the institution. Please follow the instructions provided below to create an eShipGlobal account and request your document(s) from International Student Admissions.

How To Request Your Shipment From Spoon River College:

1. [Register for an eShipGlobal account here](#), enter your information, and click Register
2. Login with your Email and Password
3. Click "Receive Packages from University" (or click the document icon of the document you want to receive)
4. Type "**Spoon River College**" into the search box and select
5. Select "**International Student Admissions**" from the list of departments provided, then click Continue
6. Review/edit (if necessary) the shipping form and select your document type, then click Continue
7. Select preferred method of delivery and click Continue
8. Select method of payment (ex. Credit/Debit Card, Wire Transfer or PayPal), enter payment information, click Confirm Payment
9. You have successfully created an order and a notification has been sent to International Student Admissions to send out your package.
10. Once your package has been processed, you will receive a confirmation email that contains your tracking details, and can also track it through your eShipGlobal account and [eShipGlobal mobile app](#).

Questions?

Please contact eShipGlobal Customer Support directly regarding any and all questions, or for any assistance required.

eShipGlobal's Support Representatives are available Monday through Friday, from 8:00 a.m. to 5:00 p.m. (CST) via email, phone, or live chat.

- [Email eShipGlobal](#)
- Phone: **800-816-1615** or **972-518-1775** (for US or Canadian callers); **001-972-518-1775** (for International callers)
- or Chat online with a live representative

You may also refer to [eShipGlobal's FAQ page](#) for "Frequently Asked Questions" and answers.