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In order for you to use this service, you will be required to create your own user account. Please have the following information ready when creating your account: your mailing address, e-mail address, phone number and credit card information. Please pay close attention when filling this information out, incorrect or incomplete address information will result in a delay in the mailing of your documents. The shipment can be sent to a location in the U.S. or to your foreign address.

If you experience any problems in registering and processing the shipment, please use the “Help” link in the website for step by step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com.

Receive your documents from the Widener University

1. Register and activate your account at University Express Mail Services. Registration and activation of your account is free.
2. Click the “Receive” option on the home page.
3. Type “Pennsylvania” in the search box, or select it from the drop down list.
4. Select “Widener University – Main Campus” and then "Continue."
5. Select the specific university department and then "Continue."
6. Complete the shipping form, enter your 7-digit student ID number, found at the top of your admit letter (if you cannot find one on your letter contact International Admissions at international.admissions@mail.widener.edu), and select "Ship/Quote."
7. On the confirmation page, check your shipment details.
8. On the same page, complete the credit card information form.
9. Select "Confirm" to advance to the shipment summary page.
10. Widener University will automatically be notified by University Express Mail Services (eShipGlobal) that you have requested your documents via express mail. You can track the shipment using the tracking number provided.
11. You should receive your documents in 3-5 business days from the date of mailing.