



## OFFICE OF THE REGISTRAR

231 Forest Street • Hollister Hall • Babson Park, MA 02457  
Tel: 781.239.4519 • Fax: 781.239.5618 • registrar@babson.edu • www.babson.edu/registrar

### eShipGlobal Express Mail/Courier Service

**You must also submit the appropriate request form (ex. transcript request form) for the documents we are mailing.**

#### **Express Mail/Courier Service:**

##### **Best practices:**

- You must use the eShipGlobal website (<https://study.eshipglobal.com>). Do not contact carrier directly.
- Register and activate your account or log-in to your existing account. *Registration/activation is free.*
- Have ready your mailing address, email address, telephone number and debit/credit card information.
- The student ID field is optional.
- Pay close attention to the information submitted, as errors in the credit card or address information could result in a delay of your documents. *P.O. Box addresses are generally not preferred by express carriers. If entering a P.O. Box address, be sure you provide the complete physical address where the P.O. Box is located.*
- Indicate what the shipment is for in the "Remarks" field.

#### **To RECEIVE documents from the Registrar's Office (FedEx, UPS or DHL based on availability)**

1. Upon logging in/creating your account, click the "Receive" option.
2. Type "Babson" in the search box, or select it from the drop down list.
3. Select "Babson College" and then "Continue."
4. Select "Registrar's Office" and then "Continue."
5. Complete the shipping form, updating your address information depending on where you need the documents sent.
6. Select "Continue" for carrier, cost, and transit time options.
7. Select "Continue" to enter payment information and complete the shipment request.
8. Once completed, an email notification will be sent to the Registrar's Office. Once the package has been processed, you can track it through your eShipGlobal account.

#### **To SEND documents to Babson College, Registrar's Office (FedEx only)**

1. Upon logging in/creating your account, select the "Send" option.
2. Type "Babson" in the search box, or select it from the drop down list.
3. Select "Babson College" and then "Continue."
4. Select "Registrar's Office" and then "Continue" for carrier, cost, and transit time options.
5. Select "Continue" to enter payment information.
6. Follow instructions to request a control # which is needed to drop off your shipment at a FedEx location or to arrange for a pick up (use Drop-off Locator tool to find the closest location to where you are).

**Questions about eShipGlobal?** If you experience any difficulty in registering or processing a shipment, use the "Help" link or FAQ section within the site for more information. If you have additional questions about how to use this service, e-mail [student.support@eshipglobal.com](mailto:student.support@eshipglobal.com).