

Documents - Mailing Options

Regular USPS Mail

SUSLA currently does not mail documents to foreign addresses.

Documents are generally sent by regular mail via the United States Postal Service (USPS) to the **U.S. mailing address** on file. Regular mail is free to the student and takes two to four weeks depending on mail service in the region of delivery. There is no tracking number for mail sent by regular mail. If the address on file is not the one you wish your documents sent to, email the desired U.S. address to admissions@susla.edu.

Express Mailing

If you want to get your documents faster, you can use express mail via DHL, UPS or FedEx. There is an extra expense for students who opt to use express mail.

Express mail is paid by the student at a discounted rate. Once your I-20 is issued, you will receive instructions on how to pay for express shipping. **DO NOT** pay for express shipping before you receive notification that your document is ready. Delivery time depends on the service chosen by the student as well as region of delivery.

Wait until we send you an email letting you know your documents have been issued before you request an express delivery. To request express mail service, go to <https://study.eshipglobal.com/>. (*The site works best with Internet Explorer or Mozilla Firefox browsers*). **Do not go to the DHL, UPS or FedEx sites directly.**

Create your own account with your own user name and password. Have the following items ready:

- Your SUSLA ID (if not available enter NOSID)
- Mailing address
- Email address
- Telephone number
- Credit card information
- Choose Department/Contact "Office of Int'l Admissions" as the sender

To Receive Documents From Southern University at Shreveport

1. Upon logging in/creating your account, click the "**Receive**" option.
2. Type "Southern University at Shreveport" in the search box.
3. Select "Southern University at Shreveport" and then "**Continue**."
4. Select "Office of International Admissions" 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 that includes a tracking number and order details for your shipment will be sent to you, and the Office of International Admissions. Once the package has been processed, you can track the shipment through your *eShipGlobal* account. If you experience any problems when using the online service, please use the help feature on their website.

Note: SUSLA will not send out regular or express mail on days that the office is closed. This includes university holidays, as well as office closures due to staff trainings and meetings.