

# OPT Mailing Process - Instructions

**Step 1:** Register for an account with UEMS at <https://study.eshipglobal.com/register/>. Then simply activate your account by clicking on a link that is sent to your email. (Please note: If you already have a UEMS account, you can login by clicking on Student/Scholar login.)

The screenshot shows the UEMS website's registration page. The browser address bar displays "Secure | https://study.eshipglobal.com/register/". The navigation menu includes "Home", "Students/Scholars", "Universities", "About Us", "Contact Us", "FAQ", "Student/Scholar Login", "Administrator Login", and "Get Social". The main heading is "Student Registration". Below the heading, there is a paragraph: "Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue." This is followed by three numbered instructions: "1. The address must be entered in English.", "2. Characters are limited to the following: a-z A-Z 0-9 - \_ . / , # ( ) .", and "3. Address lines 1 and 2 are limited to 35 characters each." The form contains three input fields: "\*Email", "\*Retype Email", and "\*Password". A note "(Used for activating your account, and for sending order information)" is placed between the email and retype email fields. The password field has a "(8 chars +)" label below it.

**Step 2:** Login to UEMS by entering your email and password that your registered an account with.

The screenshot shows the UEMS website's login page. The browser address bar displays "Secure | https://study.eshipglobal.com/slogin.asp". The navigation menu is identical to the registration page. The main heading is "Student Login". The form has two input fields: "Email" with the value "janani.murali@gmail.com" and "Password" with masked characters ".....". There are two links: "Forgot Password?" in blue text to the right of the password field, and "Resend Activation Email?" in blue text below the "LOGIN" button. The "LOGIN" button is a dark grey rectangle with white text. Below it is the "SIGNUP" button, also a dark grey rectangle with white text.

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**Step 3:** To send OPT Applications to the USCIS offices, click on the “OPT Application” image or the “Send Documents To USCIS” button.

The screenshot shows the UEMS website interface. At the top, there is a navigation bar with the UEMS logo and links for Home, Students/Scholars, Universities, About Us, Contact Us, FAQ, and Get Social. Below the navigation bar is a row of six icons representing different steps: Get Started, Choose University, Confirm Address, Select Carrier, Confirm Payment, and Request Confirmed. The main content area is divided into two sections: "Receive Documents" and "Send Documents". The "Receive Documents" section includes icons for I-20, DS-2019, EAD Card, and Transcripts, with a blue button labeled "RECEIVE DOCUMENTS FROM UNIVERSITY". The "Send Documents" section includes icons for OPT Application and Application Materials, with a blue button labeled "SEND DOCUMENTS TO USCIS". Below these sections are three detailed instructions: 1. "RECEIVE DOCUMENTS FROM UNIVERSITY": Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Degree Certificate, or any other critical paperwork to your address. 2. "SEND DOCUMENTS TO UNIVERSITY": Choose this option if you want to send to your University documents such as Application materials, Financial Affidavit, Letters of Recommendation, or any other critical paperwork. 3. "SEND DOCUMENTS TO USCIS": Choose this option if you want to send your OPT application to USCIS.

**Step 4:** Find your address already prepopulated in the “Senders Address”. If you would like to change your address, simply enter your new address in the “Sender Address” fields.

The screenshot shows the UEMS website interface with the "Sender's Address" form. The form is prepopulated with the following information: Country: United States; Sender Name: John Smith; Address Line 1: 760 S Atherton St; Address Line 2: (empty); Address Line 3: (empty); City: State College; State/Province: Pennsylvania PA; Zipcode/Postalcode: 16801; Phone: 2143651252. The form fields are labeled with asterisks to indicate required information.

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**Step 5:** Select the USCIS office that you would like to send your OPT Application to. Please note that you have two options- Express Carrier and United States Postal Service(USPS)- for each USCIS office. Please select the appropriate USCIS office and method of delivery- Express or USPS. Note that the form then prepopulates with your choice of address.

Receiver's Address

Please select a Receiver's address from the options below to mail your OPT application. If you are not sure which address to select, please [Click Here](#) for more information.

**Please note:** Only the Receiver's Recipient Name can be edited. Please send an email to [studentsupport@eshipglobal.com](mailto:studentsupport@eshipglobal.com) or call us at (972) 518-1775 for any questions.

**\*Select Receiver's Address**

USCIS Dallas Lockbox (USPS)  
--Select an address--  
USCIS Phoenix Lockbox (Express Mail - Non USPS)  
USCIS Phoenix Lockbox (USPS)  
USCIS Dallas Lockbox (Express Mail - Non USPS)  
**USCIS Dallas Lockbox (USPS)**

USCIS

**\*Recipient Name**  
USCIS Dallas Lockbox facilities

**\*Address Line 1**  
P.O. Box 660867

Address Line 2

**\*City**  
Dallas

**Step 6:** Please select the "Type of Document" that you will be sending. The two choices are OPT Application(Default) and OPT Extension Application.

Zipcode/Postalcode  
75266

**\*Phone**  
8008161615

**Shipment Information**

**\*Type of Document**

OPT Application  
**OPT Application**  
OPT Extension application

CONTINUE

\*Required Fields.  
\* All deliveries made within the United States have the Signature required option included

**UEMS**  
+1 800 816-1615  
[studentsupport@eshipglobal.com](mailto:studentsupport@eshipglobal.com)

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**Step 7:** Please select your choice of Shipping Carrier and Shipping service. Based on your choice of address and method of delivery- Express or USPS- different shipping options will appear. Please select the option that best fits your needs and click on the "Continue" button.

Secure | <https://study.eshipglobal.com/Shipping/default.asp>

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Find below the estimated costs for shipping to the address you have selected.  
Please verify the selected address and select the appropriate service from the options listed.

**Note:** The average transit time stated below is from the day you mail your package.

Sender	Receiver	Carrier	Shipment Amount	Select Service
John Smith 760 S Atherton St State College PA 16801 United States	USCIS Dallas Lockbox facilities USCIS P.O. Box 660867 Dallas TX 75266 United States	 USPS Priority Mail 1 to 3 business days	Your Price: <b>USD 7.99</b> You Save: USD 0.67 [10%]	<input type="radio"/>
		 USPS Express Mail Next business day by 3 PM	Your Price: <b>USD 24.88</b> You Save: USD 2.54 [10%]	<input type="radio"/>

CONTINUE CANCEL SHIPMENT EDIT SHIPMENT

Secure | <https://study.eshipglobal.com/Shipping/default.asp>

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Sender	Receiver	Carrier	Shipment Amount	Select Service
John Smith 760 S Atherton St, State College PA 16801 United States	ATTN: AOS USCIS 2501 S. State Highway 121 Business Suite 400 Lewisville TX 75067 United States	 UPS Next Day Air Saver Standard transit Time: 1 business day	List Price: USD-37.46 Your Price: <b>USD 28.10</b> You Save: USD 9.36 [25%]	<input type="radio"/>
		 UPS 2nd Day Air Standard transit Time: 2 business days	List Price: USD-26.07 Your Price: <b>USD 21.38</b> You Save: USD 4.69 [18%]	<input type="radio"/>
		 FedEx Priority Overnight Standard transit Time: 1 business day	List Price: USD-44.47 Your Price: <b>USD 31.10</b> You Save: USD 10.37 [25%]	<input type="radio"/>
		 FedEx Express Saver Standard transit Time: 3 business days	List Price: USD-21.58 Your Price: <b>USD 17.26</b> You Save: USD 4.32 [20%]	<input type="radio"/>

# OPT Mailing Process - Instructions

**Step 8:** To pay for your shipment, please select your preferred method of payment and enter all the required information. The two methods of payment are “Credit card” and “Paypal”.

Secure | <https://study.eshipglobal.com/history/?view=pay&orn=104734413>

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Choose your method of payment and follow instructions to complete your shipment.

Note: Your shipment request has not been completed yet.

Shipment Information				
Sender	Receiver	Shipment	Shipment Amount	Payment Status
John Smith 760 S Atherton St, State College PA 16801 United States	ATTN. AOS USCIS 2501 S. State Highway 121 Business Suite 400 Lewisville TX 75067 United States	Order#: 104734413 Order Date: 3/9/2017 FedEx Priority Overnight Reference: OPT Application	USD 31.10 <sup>1</sup>	Pending Payment

**Payment Options**

Credit card  Paypal

**Enter Credit Card Information**

\*Cardholder's Name :  (as it appears on the credit card)

\*Credit Card Type :

\*Credit Card Number :  (enter the number without '-'s)

\*Expiration Date :  /  (MM/YYYY)

\*CVV Number :  This is the four digit number found on the back of an Amex card, and a 3 digit number found on the back of all other cards

[what is this?](#)

Note: Please verify the correctness of all the information entered, including the Sender and Receiver addresses, and click on Confirm Payment. If you wish to cancel this shipment, click on Cancel Shipment and re-create a shipment with correct address information.

**Step 9:** To print your Shipping Label, please click the “Print Label” button.

Secure | <https://study.eshipglobal.com/history/?view=load&orn=104734413>

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Your shipment order has been processed successfully.

Here is your shipment confirmation. A receipt has been sent to your email for your records. UEMS will send you a notification once the package is picked up and in transit.

**What's Next?**

Click on the [Print Label](#) button to print the shipping label (2 copies). Place both the shipping labels on the package and drop off the package at the closest FedEx location.

Click [here](#) to look up the closest FedEx location.

Do you need an envelope for your document?  
You will be able to get an envelope free of charge with a sleeve/pouch from the FedEx location.

[Print Receipt](#)

Shipment Information				
Sender	Receiver	Shipment	Shipment Amount	Payment Status
760 S Atherton St, State College PA 16801 United States	USCIS Suite 400 2501 S. State Highway 121 Business Suite 400 Lewisville TX 75067 United States	Order#: 104734413 Order Date: 3/9/2017 FedEx Priority Overnight Reference: OPT Application	USD 31.10	Paid

Payment Summary				
Payment Type	Account Number	Date and Time	Authorization Code	Charge Amount
Wire Transfer	XXXXXXXXXXXX1111	3/9/2017	0308test	USD 31.00

