When you request documents from Cabrillo College, we will send them to you by airmail free of charge (overseas mail takes approximately 2-6 weeks or longer.) Our office uses an express mail service called eShipGlobal to coordinate the mailing. You must use the website provided below. Do NOT go to the FedEx or DHL websites directly.

If you request that your documents be delivered by express mail, it is at YOUR expense, and your credit card will be charged when you request the service. The DHL and FedEx Express mailing must be paid by credit card (Visa, MasterCard or Discover cards only).

To request that your documents be sent by express mail, go to the following website:

https://study.eshipglobal.com (the site works best with Internet Explorer or Mozilla Firefox browsers)

You will be required to create your own user name and password in order to create an account. To request shipment, you will need your mailing address, email address, and telephone number. After registering, you will receive an email requesting that you activate your account. This is required for you to begin using the account.

Follow the instruction in the email you receive to activate your account. Once the activation process is complete, you will receive another email confirming this fact.

Prepare the shipping label: for this step you must have already activated your account. Select “Receive a Package From Universities,” then “California” from the map of the United States, next “Cabrillo College” and finally “International Student Program.” This will ensure your shipping label is received by our office. Once you get to this step, you will need to have your mailing address (U.S. or foreign), phone number and email address. **Note that a Cabrillo ID is NOT required to submit your request. Please leave this blank if you do not yet have your Cabrillo ID.**

At this stage, you will also be able to select your method of payment. Please pay close attention to the information submitted on these screens. Errors in the credit card information or incorrect/incomplete address information will result in a delay in mailing your documents.

The final email you receive from eShipGlobal will be confirmation of your order. This email will provide you with detailed information about your shipment (i.e. payment amount, tracking number, mailing address, etc.). Cabrillo College will also receive a copy of this email at the same time as you, so there is no need to forward us the information.

If you experience any problems when using the online service, please use the help feature on their website. Upon completing the request, you will be sent an email that includes a tracking number and order details for your shipment.