



INTERNATIONAL STUDENT PROGRAM EXPRESS MAILING

West Los Angeles College can send your I-20 via courier for students with INTERNATIONAL MAILING ADDRESSES. If you choose this option follow the instructions below. Your credit card will be charged upon requesting the service. You will need your LACCD ID number, email address, phone number, mailing address and valid credit card. Please be sure to reference the document you are requesting.

Express mail requests do not expedite processing time for the item requested. Express service only applies to the delivery time.

	HOW TO REQUEST EXPRESS MAILING			
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1. Access the secure website:
 - <http://sass-smartship.com> or
 - <https://study.eshipglobal.com>
2. Create an account.
3. Select West Los Angeles College as your school.
4. Enter your mailing address.
5. In the Reference/Comments field you must specify what document you are requesting to be mailed (For example, Initial I-20, USCIS Mail, Reprinted I-20, etc).
6. Review your address and payment information. Errors in the information submitted will delay the shipping of your I-20.
7. Place your order.

If you have questions about how to use this service, please email student.support@eshipglobal.com or [submit your questions via the contact page for sass-smartship](#).

PROCESSING TIME FOR EXPRESS MAIL ORDERS

Requests for express mailing will be processed and sent for delivery within 2 business days.
(does not include processing time for the item requested)