How to Receive Your Documents

At Bluegrass Community and Technical College, we understand that receiving your form I-20 and other pertinent documents is an important step in the process of arriving in the United States to study. We are pleased to offer our students three options to receive their documents. Please review each option carefully and decide which option is best for you.

Option One: Postal Mail

This option is only recommended for in-country addresses. We cannot guarantee an arrival date or time when documents are sent visa postal mail.

Option Two: Personal Pick-Up

If a student is already in the United States, they may choose to pick-up their documents in the International Student Services Office. They should notify **ISS (BL-international@kctcs.edu)** prior to picking up the documents to ensure that the documents are prepared. If a student would like to designate a friend or family member to pick up documents on their behalf, the student must communicate this with the ISS Office. *All persons picking up documents must have photo ID or the documents will not be released.*

Option Three: Express Mail Shipment

This is the safest option for shipping a student's immigration documents. This option is paid for by the student by creating an account with Eship Global by visiting: https://study.eshipglobal.com . After you create an account with Eship Global, you will need to provide the company with your BCTC student ID number, mailing address, email address, phone number, and credit card information. You may choose to ship to either a US address or a foreign address, but all address must be accurate and exact in order for the documents to arrive.

Should you have questions about using this option, please contact Eship Global directly by emailing support@eshipglobal.com .

Please communicate your preferred method to receive your documents by emailing BL-international@kctcs.edu. If you do not communicate your desired method of obtaining your documents, we will send everything through postal mail.

Bluegrass
Community & Technical College
HIGHER EDUCATION BEGINS HERE

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM