Overview
What is the “Document Mailing and Collection” form?
The “Document Mailing and Collection” e-form gives permission for ISSO to either:
- Mail a document on a student’s behalf and charge the actual cost of mailing to the student’s U-Bill, or
- Give a document on a student’s behalf to a designated friend

Where can I find this form?
The “Document Mailing and Collection” e-form can be found in Cystart here.

Processing
How long does it take to process the mailing authorization form?
It can take up to three business days for ISSO to mail a document. Due to processing, it may take several weeks before the charges appear on the student’s U-Bill.

Can I get a tracking number?
ISSO will send an e-mail with the tracking number once a document has been mailed.
Disclaimer: This Frequently Asked Questions document is intended for general information and guidance. Please consult with an International Student and Scholar Advisor in the International Students and Scholars Office regarding your individual request.