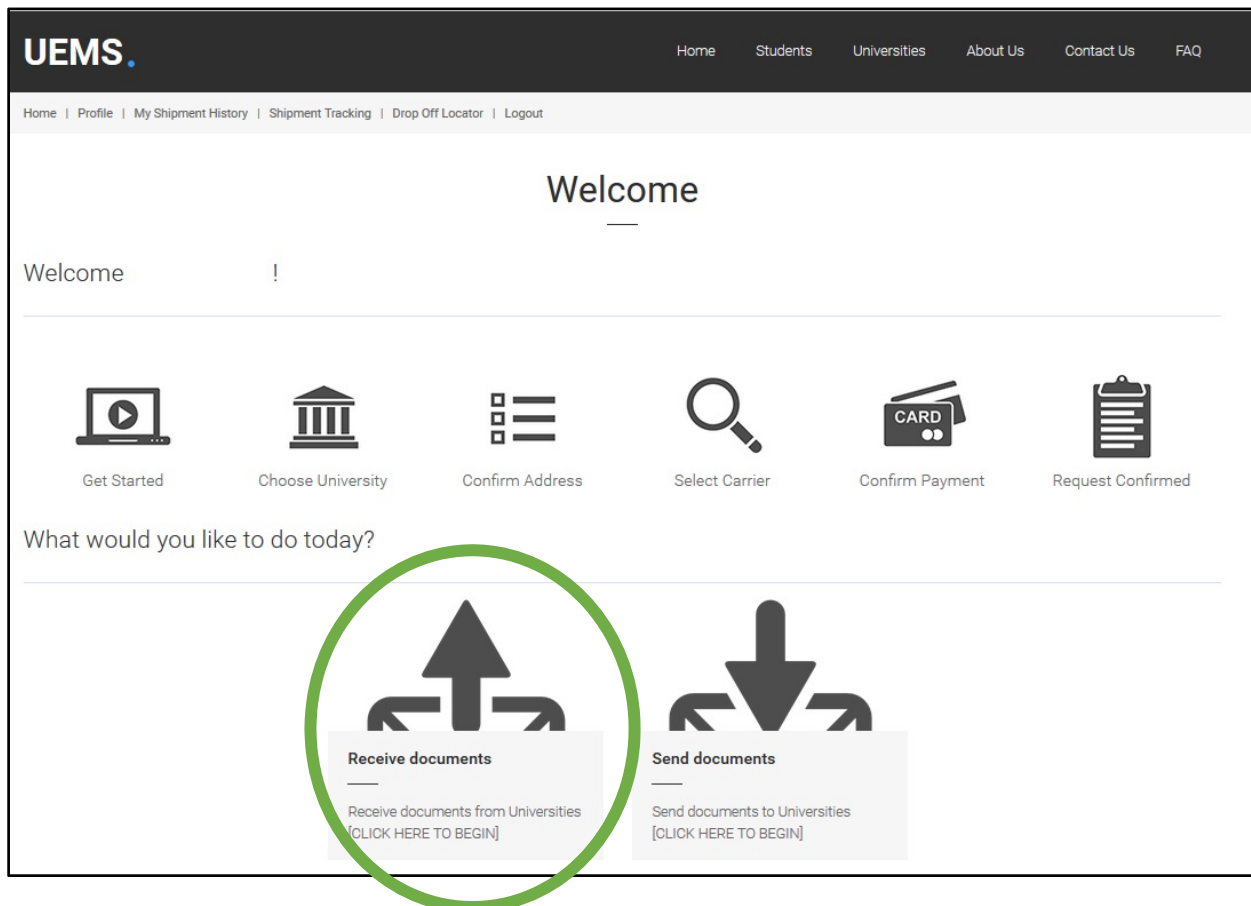


## Using eShipGlobal Express Mail Service to Receive Documents from VISA

1. Register and activate OR log in to your student account at <https://study.eshipglobal.com/>.



2. Click the "Receive documents" option.



3. Type **“Old Dominion University”** in the university search field.

### University Selection


Please click the appropriate state on the map OR select a state from the dropdown list to continue to University and department selection.

Alternately, you can search for a University by entering its name.

If you do not find your University listed, please contact your University and kindly request them to register with us at no cost to them.

University Search:  (enter atleast 3 characters)

Old Dominion University



Select State  
--Select a State--

4. Select **“Visa & Immigration Service Advising”**.

### Department Selection

Selected University: Old Dominion University

Select the department you wish to receive a document from and click continue. If you have chosen the wrong University, click on 'Go Back to Universities' to return to the University listing page.

Office of International Admissions  
**Visa & Immigration Service Advising**

\* Note: If you are not sure which Department to choose, please contact the University to avoid delays

5. Complete the shipping form.

## Step 1 - Shipment Creation

Please complete the form below with your shipping address. Please make sure to enter a valid email address, as the payment receipt will be mailed to the email that you enter here. Once the form is filled in, click the "Continue" button to view and compare the service options and rates for available carriers.

**Sender's Address:**

Robbin Fulmore [\[Change Department\]](#) [\[Change University\]](#)  
Old Dominion University  
2006 Dragas Hall, 5115 Hampton Blvd Visa & Immigration Service Advising  
Norfolk VA 23529  
United States

**Receiver's Address\*:**

(Current mailing address)

1. The address must be entered in English.
2. Characters are limited to the following : a-z A-Z 0-9 - \_ . / , # ( ).
3. The address cannot be changed once the order is confirmed.
4. The address lines are limited to 35 characters each.

**Load Destination From**

Profile (default) ▼

*(Address from profile is pre-loaded, change this if your delivery address is different)*

**Student ID**

**\*Country:**

United States ▼

**\*Student Name/Contact Name:**

**\*Address Line 1:**

*(All 3 address lines can be used to enter your complete mailing address)*

*Do not enter a P.O. Box address. [Click here for more information](#)*

**Address Line 2:**

**Address Line 3:**

**\*City:**

Norfolk

**<sup>1</sup>State/Province:**

Virginia VA ▼

**<sup>2</sup>Zipcode/Postalcode:**

**\*Phone:**

*(Phone Number has to be all numbers and should not include () - or +)*

*(Carriers will call this phone number if they have any questions on the delivery)*

**\*Email**

*(Copy of the shipment order will be sent to this email address)*










6. Select your carrier.

Get Started
Choose University
Confirm Address
Select Carrier
Confirm Payment
Request Confirmed

## Step 2 - Carrier Selection, Cost, and Transit Time

> Find below the estimated costs for shipping to the address you have entered.  
 > Please verify the entered address and select the appropriate service from the options listed.  
 > You will be asked to select the payment type on the next page.  
 > To cancel this shipment and go back to the home page, click on the "Cancel Shipment" button.

Shipment Information

Sender	Receiver*	Service	Ship Amount	Select Service
Old Dominion University 2006 Dragas Hall, 5115 Hampton Blvd Visa & Immigration Service Advising Norfolk VA 23529 United States	 <a href="#">[Edit]</a>	 FedEx Priority [Estimated delivery]	List Price: USD 33.90 Your Price: USD 27.12  You Save: USD 6.78 [20%]	<input type="radio"/>
		 FedEx Express Saver [Estimated delivery]	List Price: USD 25.80 Your Price: USD 23.22  You Save: USD 2.58 [10%]	<input type="radio"/>
		 UPS Next Day Air Saver [Estimated delivery]	List Price: USD 30.74 Your Price: USD 27.67  You Save: USD 3.07 [10%]	<input type="radio"/>
		 UPS 2nd Day Air [Estimated delivery]	List Price: USD 25.00 Your Price: USD 23.75  You Save: USD 1.25 [5%]	<input type="radio"/>

CONTINUE
CANCEL SHIPMENT

## 7. Make a payment and confirm your shipment.

**UEMS** [Home](#) [Students](#) [Universities](#) [About Us](#) [Contact Us](#) [FAQ](#)

[Home](#) | [Profile](#) | [My Shipment History](#) | [Shipment Tracking](#) | [Drop Off Locator](#) | [Logout](#)

[Get Started](#) [Choose University](#) [Confirm Address](#) [Select Carrier](#) [Confirm Payment](#) [Request Confirmed](#)

### Step 3 - Payment Confirmation

> Choose your method of payment and follow instructions to complete your shipment.  
> To cancel this shipment, click on the "Cancel Shipment" button.

**Note: Your shipment request has not been completed yet. The University will be notified of your shipment request only after you have completed this payment step.**

Note: We do not store your card information. We only retain the last 4 digits of your credit card for auditing purposes.

Shipment Information				
Sender	Receiver	Shipment	Total Charge	Payment Status
Old Dominion University 2006 Dragas Hall, 5115 Hampton Blvd Visa & Immigration Service Advising Norfolk VA 23529 United States		Order#: 103302477 Order Date: 7/20/2015 UPS 2nd Day Air	USD 23.75 <sup>1</sup>	<b>Pending Payment</b>

#### Payment Options

Credit card  Pay by Cash(Wire Transfer)  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?](#)

\* Required fields

<sup>1</sup> Additional charges (USD 12.50) may apply if any change is made to the delivery address after the shipment is picked up by the carriers (due to incorrect, or insufficient information). In the event of this happening, you will be responsible for paying the additional fee.

[CONFIRM PAYMENT](#) [CANCEL SHIPMENT](#) [SHIPMENT HISTORY](#)