EShipGlobal Process

1. Click on the link in your I-20 notification email or here - https://study.eshipglobal.com/register/ - to be redirected to eShipGlobal’s registration page. Fill out the registration information and click on the submit button at the bottom of the page.

2. Once you have completed the registration form, you will be sent a message to the email you provided to activate your eShipGlobal account. When you click on the link in the message, you will be redirected to the page below. Select “Student/Scholar Login” to login to your account.

Registration - Activation Success

Thank you. Your account has been successfully activated. You can now log in to the system.
3. Use the email and password that you provided to register with eShipGlobal to login.

4. On the Welcome page, select “Receive documents from your University.”
5. On the next page, type “Xavier University” in the search bar. As you type, the name will appear and click on it.

6. On the next page, select “Office of Admissions” and click on the “Continue” button.
7. On the next page, you will need to fill out your shipping information under “Receiver’s Address.” Please be careful to provide the correct information to avoid delays in the shipping process. At the bottom of the page under “Shipment Information – Type of Document” select “I-20.” When you have completed filling out the information, click on the “Continue” button.
8. On the next page, you will need to select which carrier service you would like to use.

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.

<table>
<thead>
<tr>
<th>Shipment Information</th>
<th>Carrier</th>
<th>Ship Amount</th>
<th>Select Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xavier University</td>
<td>FedEx Priority</td>
<td>USD 26.93</td>
<td></td>
</tr>
<tr>
<td>1496 Dana Avenue</td>
<td></td>
<td>USD 26.93</td>
<td></td>
</tr>
<tr>
<td>Office of Admissions</td>
<td></td>
<td>USD 26.93</td>
<td></td>
</tr>
<tr>
<td>Cincinnati OH 45207</td>
<td></td>
<td>USD 26.93</td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td></td>
<td>USD 26.93</td>
<td></td>
</tr>
</tbody>
</table>

9. On the next page, you will need to select your “Payment Option” and provide the necessary information. When you have completed the page, click on the “Confirm Payment” button.

10. After you have submitted your payment information, you should receive an email from eShipGlobal with confirmation of your order and information on how to track your I-20.