

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.

Registration

Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue.

1. The address must be entered in English.
2. Characters are limited to the following: a-z A-Z 0-9 - . / , # () .
3. Address lines 1 and 2 are limited to 35 characters each.

*Email

(Used for activating your account, and for sending order information)

*Retype Email

*Password

(8 chars +)

*Retype Password

*First Name

(Enter Student's name here)

*Surname/Family Name/Last Name

*Date of Birth

Month Date Year

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.

UEMS.

[Home](#)

[Students/Scholars](#)

[Universities](#)

[About Us](#)

[Contact Us](#)

[FAQ](#)

[Student/Scholar Login](#)

[Administrator Login](#)

Registration - Activation Success

Thank you. Your account has been successfully activated. You can now log in to the system.

- Use the email and password that you provided to register with eShipGlobal to login.

Student Login

—

Email

Password


[Forgot Password?](#)

LOGIN


[Resend Activation Email?](#)

SIGNUP


- On the Welcome page, select “Receive documents from your University.”




Get Started




Choose University




Confirm Address



Select Carrier



Confirm Payment



Request Confirmed



What would you like to do today?

Receive documents from your University

Choose this option if you want **your University to send you** documents like I-20, DS-2019, EAD Card, Transcripts, Degree Certificate, or any other critical paperwork to your address.

Send documents to your University

Choose this option if you want to **send to your University** documents such as Application materials, Financial Affidavit, Letters of Recommendation, or any other critical paperwork.



CLICK HERE

- On the next page, type “Xavier University” in the search bar. As you type, the name will appear and click on it.

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 at least 3 characters)




- On the next page, select “Office of Admissions” and click on the “Continue” button.


 Get Started

 Choose University

 Confirm Address

 Select Carrier

 Confirm Payment

 Request Confirmed

Department Selection

Selected University: Xavier University [\[Change University\]](#)

Select the department you wish to receive a document from and click continue.


CONTINUE


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

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.


 Get Started

 Choose University

 Confirm Address

 Select Carrier

 Confirm Payment

 Request Confirmed

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

(The package will be picked up from university and sent to you)

Daniel Marschner [\[Change Department\]](#) [\[Change University\]](#)
Xavier University
1496 Dana Avenue Office of Admissions
Cincinnati OH 45207
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.

*Email

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

Shipment Information

*Type of Document

(Please choose the document that will be mailed.)

CONTINUE

*Required Fields.




† All deliveries made within the United States have the Signature required option included

‡ Disclaimer: eShipGlobal will not be held responsible for lost packages, or packages that are delayed due to incomplete or incorrect receiver address. Please verify the correctness of the address before confirming the shipment.

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.

Shipment Information				
Sender	Receiver*	Carrier	Ship Amount	Select Service
Xavier University 1496 Dana Avenue Office of Admissions Cincinnati OH 45207 United States	[Redacted] [Edit]	 FedEx Priority	List Price: USD 33.66 Your Price: USD 26.93 You Save: USD 6.73 [20%]	<input type="radio"/>
		 FedEx Express Saver	List Price: USD 26.20 Your Price: USD 23.58 You Save: USD 2.62 [10%]	<input type="radio"/>
		 UPS Next Day Air Saver	List Price: USD 31.55 Your Price: USD 28.40 You Save: USD 3.15 [10%]	<input type="radio"/>

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.

Shipment Information				
Sender	Receiver	Shipment	Total Charge	Payment Status
Xavier University 1496 Dana Avenue Office of Admissions Cincinnati OH 45207 United States	[Redacted]	Order#: 103883460 Order Date: 4/20/2016 FedEx Priority Overnight Ref: I-20	USD 26.93 ¹	Pending Payment

Payment Options	
<input checked="" type="radio"/> Credit card	<input type="radio"/> Pay by Cash(Wire Transfer)
<input type="radio"/> Paypal	

Enter Credit Card Information	
*Cardholder's Name :	<input type="text"/> (as it appears on the credit card)
*Credit Card Type :	<input type="text" value="Please select a card type"/>
*Credit Card Number :	<input type="text"/> (enter the number without "-"s)
*Expiration Date :	<input type="text" value="01"/> / <input type="text" value="2016"/> (MM/YYYY)
*CVV Number :	<input type="text"/> 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	

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

Note : Please verify the correctness of all the information entered, including the Sender and Receiver addresses, and click on Confirm Payment. If you wish to cancel this shipment, click on Cancel Shipment and re-create a shipment with correct address information.

CONFIRM PAYMENT CANCEL SHIPMENT SHIPMENT HISTORY

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.