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

Step 1 - 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

Select State

--Select a State--
4. Select “Visa & Immigration Service Advising”.

Step 2 - Department Selection

Selected University: Old Dominion University Change University

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

5. Complete the shipping form with your mailing information.

6. Select your carrier.
7. **Make a payment and confirm your shipment.**

    **Step 5 - Payment Confirmation**

**Note:** Your order has not been completed. The university will not be notified until after all payment information required has been submitted and successfully processed.

<table>
<thead>
<tr>
<th>Shipment Information</th>
<th>Receiver</th>
<th>Shipments</th>
<th>Shipment Amount</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Dominion University</td>
<td>Dogi Bokchoy</td>
<td>Order#: 107757726</td>
<td>USD 20.39</td>
<td>Pending Payment</td>
</tr>
<tr>
<td>3200 Old Dominion University, Norfolk VA 23529</td>
<td>224 Prince Edward Way, Norfolk VA 23517</td>
<td>FedEx Express Saver</td>
<td>Included Accessories: Residential Delivery</td>
<td></td>
</tr>
</tbody>
</table>

**Select Method of Payment**

- Credit/Debit Card
- Pay by Wire Transfer
- PayPal

**Enter Credit Card Information**

- Cardholder’s Name: (as it appears on the credit card)
- Credit Card Type: Please select a card type
- Credit Card Number: (enter the number without “X”)  
- Expiration Date: 01 2019 (MM/YYYY)  
- CVV Number:  

By checking the box, I certify the validity of all the information entered above, and agree to the terms of service. If you wish to change or update any information, please click on Cancel Shipment and re-enter a shipment with the updated information or contact us at ordersupport@esthiglobal.com for further assistance.