

If you are not in the New York area or are currently outside of the U.S., you may request to have documents shipped from Visa and Immigration Services via express mail at your expense. Follow the instructions below to place your shipping order with eShipGlobal.

NOTE: VIS will not be able to ship your documents until you have submitted the **Document Shipping Request** in accessVIS and made a successful payment of your shipping order through eShipGlobal.

Step 1: Click the link within the email from VIS to access the **Document Shipping Request** in accessVIS.



Step 2: Confirm your understanding of the instructions provided on the **Document Shipping Request**, then click the "submit" button at the bottom of the e-form to access eShipGlobal's website, and login to your account.

★ You will not be able to access Stony Brook's eShipGlobal portal by going directly to eShipGlobal's website. You can only access the system by clicking the "submit" button on the **Document Shipping Request**.

PLEASE NOTE

- If you do not complete a shipping order when you are directed to eShipGlobal's website, your eform will be denied. VIS will not be able to ship your documents until you submit a new Document Shipping Request and make a successful payment of your shipping order through eShipGlobal.
- VIS **cannot** issue refunds of any payment made to eShipGlobal.
- Contact eShipGlobal directly if you experience technical problems with the software.

I have read and understand the instructions above. *

* required fields

Save Draft Submit

Step 3: If you do not have an eShipGlobal account already, you will be prompted to create one.

- An email address will automatically be entered for you - this is the address on file with Visa and Immigration Services.
- For ease of shipping your documents, enter your first and last name as it appear on your passport. If you need to ship your documents to someone else, enter your name, followed by "care of" instructions. For example, "John Smith c/o Jane Doe."

Step 4: After you login to eShipGlobal, click on **"Receive documents from your University"**.



Step 5: Verify or update your shipping address. It is important to enter the correct shipping address - you will not be able to change your address once you complete your eShipGlobal order.

Step 6: From the drop-down menu, select the document you would like to ship.

Shipment Information

*Type of Document

----Select----

----Select----

I-20

DS-2019
EAD Card
Transcripts/Diplomas
W-2 Form
OPT Application
Deferral I-20
Other

Step 7: Select your preferred carrier service method, then click "continue" and pay the specified fee.

Shipment Information

Sender	Receiver*	Carrier	Ship Amount	Select Service
SUNY at Stony Brook E5310 Melville Memorial Library Visa and Immigration Services Stony Brook NY 11794 United States	Lindsi Test 123 Test St Test NY 11715 United States 6316327045 sbuvis@gmail.com SID.NOSID [Edit]	 UPS Next Day Air Saver Standard transit Time: 1 business day	List Price: USD 34.02 Your Price: USD 28.73 You Save: USD 3.19 (10%)	<input checked="" type="radio"/>

Check this box to add insurance to your shipment.



Step 8: After you complete these steps, you're done! Close the eShipGlobal window, and exit your internet browser.

Shipment Summary

Label transmission to Access VIS - current status: **Transmitted**
The label was transmitted on 10/26/2016 11:42:35 AM.

 University has been notified about your shipment	 University is preparing your shipment	 Carrier has picked up your shipment	 Your shipment has been delivered
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Your shipment order has been processed successfully, and your University has been notified.

Here is your shipment confirmation. A receipt has been sent to your email for your records.

What's Next?
Once your university has shipped your package, you will receive an email with your tracking number.

Visa and Immigration Services will receive notification of your shipping request from eShipGlobal, and will ship your document(s) as soon as possible. You will be notified via email from VIS when your shipment is on the way.