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**.

**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 your complete your eShipGlobal order.

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

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

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

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.