

Express Shipping of I-20

The Alderson Broaddus Office Of International Admission requires students living outside of the United States to use a secure express mail service called eShipGlobal to receive your I-20 and other admissions documents. EShipGlobal allows you to pay and receive your documents through DHL or FedEx mail services within 3-5 days. Your I-20 will be shipped to you at your expense and your credit card (Visa, Mastercard or Discover card only) will be charged upon requesting this service.

<https://study.eshipglobal.com>

(This website works best with Internet Explorer and Mozilla Firefox browsers)

You must use the website provided above. EShipGlobal will notify the Office of International Admission that you have created an account and have requested your documents be sent by express mail. To use EShipGlobal, you will be required to create an account with a username and password. Please make sure that your name is properly spelled and that you indicate Find Alderson Broaddus University in the pull down menu. In the student ID field, you should enter your AB student number.

If you experience any difficulty in registering and processing the shipment, please use the "Help" link on the eShipGlobal website for step by step instructions. If you have additional questions on how to use this service, please email support@eshipglobal.com.

Step by Step Instructions

1. Go to <http://study.eshipglobal.com>
2. Click on Students/Scholars.
3. Click on sign up if you do not have an account.
4. Complete the registration form in English. Click Register when you are through.
5. You must activate by going to the email you gave at registration. Open that email and click on the link to activate.
6. Back at the E-ship Global web site, click Student Log On in the menu bar.
7. Put in the email and password you created in the Registration process.
8. Click "Receive Documents" from your university
9. Type in Alderson Broaddus in the box. It should pop up at Alde. Don't worry if it says Alderson Broaddus College instead of University. It's the same place.
10. The Office of Admissions should pop up. Click it and then click Continue.
11. Your shipping information should autofill. Don't worry about the student number, just leave it blank. You can change your shipping information here if you wish your documents to be delivered to a different address.
12. At Type of Document, select I-20. Click Continue
13. This opens a shipment box that will give you the options available in your area. Choose the one you wish to use. Click.
14. Pay for your shipment using a credit card or PayPal.
15. Click Confirm Payment. At this point, Alderson Broaddus is notified a label is waiting and will take it from there. Our last pick up is 2:00pm EST. Wait on your documents.