

SENDING YOUR DOCUMENTS BY EXPRESS MAIL

West Virginia State University's Office of International Affairs (OIA) is pleased to make available UPS, DHL, and FedEx Express mailing of applications, supporting materials, and financials to our university.

You must use the web site provided below - do not go through the UPS, DHL, or FedEx web site directly.

Sending your application documents through express mail is at **YOUR** expense and your credit card will be charged upon requesting the service. The UPS, DHL, and FedEx Express mailing must be paid by credit card (Visa, MasterCard, or Discover cards only).

To express mail your application documents, go to the following secure website:

<https://study.eshipglobal.com>

(works best with Internet Explorer & Mozilla Firefox browsers)

You will be required to create your own user name and password in order to create an account.

To send a shipment, you will need to follow the steps below:

Step 1.

Choose "Send a Package to Universities" to send your transcripts. Choose "Receive a Package from Universities" to receive documents such as an I-20.



Step 2.

Choose "West Virginia State University" as your delivery location by University search or By Choosing the State of West Virginia (WV).

University Search: (enter atleast 3 characters)



Step 3.

Select “Office of International Affairs” as the department for delivery and click “Continue”.

Please follow the rest of the directions as listed on the <http://study.eshipglobal.com> website.

If you have questions about how to use this service, please email support@eshipglobal.com

Please pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay of your documents.