



## eShipGlobal Instructions – OPT

### *Send Documents to USCIS*

UW-Platteville offers you the opportunity to receive or ship your documents through a safe, quick and dependable delivery service called *eShipGlobal*. Requesting your documents through express mail (Fedex) is at your expense, and your credit card (*Visa, Mastercard or Discover cards only*) will be charged upon requesting the service. You must use the University Express Mail Services website – do not go through the FedEx website directly. All communication will go through the eShipGlobal service.

### To request express mailing of your OPT Application to USCIS:

1. Visit the eShipGlobal website and complete the registration form at <https://study.eshipglobal.com/register/>.

- You will need to be prepared with the email address you will use for the communication from this company, mailing address and phone number.
- After registering, within 30 minutes you will receive an email requesting that you activate your account. This is required for you to begin using the account.

2. Follow the instructions in the confirmation email you received from eShipGlobal to activate your account. Once the activation process is complete, you will receive a confirmation email.

3. Prepare the shipping label by going to the Student Login page of the eShipGlobal website: <https://study.eshipglobal.com/slogin.asp>. Before beginning this step, you must have already activated your account.

- Select *Send Documents to USCIS*
- Enter your name and contact information.
- Under *Select Receiver's Address*, select *USCIS Phoenix Lockbox (Express Mail Non USPS)*. The USCIS Phoenix lockbox address will autofill the fields with the USCIS Phoenix lockbox address. Click *Next*.
- Select *Fedex* and then select *Next*.
- Enter your credit card information. Click on *Confirm Payment*.
- Print 2 copies of the Fedex mailing label.
- Within an hour of submitting your request, you will receive an email from eShipGlobal will be confirmation of your order. This email will provide you with detailed information about your shipment (i.e. payment amount, tracking number, mailing address, etc.).

4. If you do not have a Fedex envelope, you may pick one up from the International Programs front desk in Royce Hall.



# UNIVERSITY OF WISCONSIN PLATTEVILLE

INTERNATIONAL STUDENT  
AND SCHOLAR SERVICES

5. Drop off your **complete** OPT application package in the Fedex envelope (with the 2 mailing labels in the plastic pouch on the front of the envelope) at the Fedex drop box near Piggly Wiggly in Platteville.
6. You can track the shipment on eShipGlobal.

## Help

If you experience any difficulty in registering and processing the shipment, please use the “[FAQ](#)” link in the website for answers to your most frequently asked questions. If you have additional questions about how to use this service, please e-mail [student.support@eshipglobal.com](mailto:student.support@eshipglobal.com) or see the “[Contact Us](#)” page on the eShipGlobal website. For all other inquiries related to your immigration, please email [iss@uwplatt.edu](mailto:iss@uwplatt.edu).