



Brandeis University
Office of the University Registrar

Mail Stop 068
415 South Street
Waltham, MA 02453-2728

(781) 736-2010
Fax (781) 736-3485

Instructions on Creating Federal Express Shipping Labels for Documents Requested from Office of the University Registrar

To request expedited mailing of your documents, we require that you supply us with a Federal Express shipping label. Please follow the instructions below:

1. Visit www.fedex.com. Under Quick Access on the left side of the homepage, select “Create a Shipment.” For international shipments, go to www.fedex.com/international. Scroll down the page and select “Create International Shipping labels” in the bottom left corner.
 2. If you are a registered fedex.com user, then log in. If not, create a User ID with an account, with a credit card or select the option for a single-time credit card shipment. Select “continue” under the appropriate option.
 3. Fill out the information on the form page presented. This will include:
 - The address to which you are shipping
 - Details about the package - for the weight, enter 0.7 lbs.
 - Complete all billing details – including credit card and billing information
 - In field 1, provide the Brandeis University address and phone number:
- Brandeis University
415 South Street, MS 068
Waltham, MA 02453
781-736-2010
4. Select “Ship” in field 5 to print your shipping label.
 5. Fax (781)736-3485 or email (registrar@brandeis.edu):
 - The shipping label
 - Signed & completed [Transcript Request Form](#)