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. Click on “Shipping” up at the top of the homepage and select “Create a Shipment.” For international shipments, go to www.fedex.com/international. Scroll down to the bottom of the page and select “Create International Shipping labels” by clicking on “Ship now.”

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 create a one-time credit card shipment.

3. Fill out the information on the form page presented. This will include:
   - The address from which you are shipping (see Brandeis Address Below) and the recipient’s address.
   - Select between “FedEx One Rate” and “FedEx Standard Rates”
   - Then choose the packaging type that you need, most likely the “FedEx Envelope”
   - If necessary, enter details about the package - for the weight, enter 0.7 lbs.
   - Select a delivery date
   - Complete all billing details – including credit card and billing information

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