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:


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