Instructions on Creating UPS 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 UPS shipping label. Please follow the instructions below:


2. If you are a registered UPS.com user, then log in. If not, select Register Now and create a User ID account, with a credit card. You can also select the option “Ship as a Guest” for a single-time credit card shipment. Select “next” at the bottom of the page. Answer the application questions to determine which account fits your specific needs.

3. Fill out the information on the form page presented. This will include:
   - “Where” shipping from info: provide the Brandeis University address and phone number (see below)
   - “Where” shipping to info: provide address to which you are shipping
   - “What” details about the package - for packaging type, select UPS letter, for the weight, enter 0.7 lbs.
   - “How” Choose “No, I’ll drop it off” and select date and time for it to be delivered
   - “Payment” Complete all billing details – including credit card and billing information

   **Company:** Brandeis University  
   **Contact:** Registrar’s Office  
   **Address Line 1:** 415 South Street, MS 068  
   **City, State, Zip code:** Waltham, MA 02453  
   **Telephone:** 781-736-2010

4. Select “Next” to print your shipping label.

5. Fax (781)736-3485 or email (registrar@brandeis.edu):
   - The shipping label
   - Signed & completed Transcript Request Form