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:

1. Visit [www.ups.com](http://www.ups.com). Under Shipping, select “Create a Shipment” for domestic and international shipments. For international shipping, you must create an account.

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:
   - 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 2, provide the Brandeis University address and phone number:

   **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. In field 3, under Packaging type, select “UPS letter”, for the weight, enter 0.7lb, for the declared value, enter dollar amount (i.e. 1). Select a shipping service. Add a reference number or name to your package (optional).

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

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

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