

Brandeis University

Instructions for Document Submission

Submit your Undergraduate Travel Request Form via email to the following address. Documents will be automatically uploaded to a secure, encrypted location: USUTR.ivw4nk9yfl1dmv5q@u.box.com.

Important notes for accurate submission:

- All submitted documents must be in either a Word or PDF (preferred) document. Attempts to send or include pictures may exceed the 50MB limit. If emailing multiple documents (generally more than four), you are advised to send multiple emails to separate big files if necessary.
- Only attachments are uploaded to our system. Any text/messages in the body of the email will not be received. You may provide us with additional information by sending an email to deanofstudentsoffice@brandeis.edu with any questions.
- To ensure confidentiality, please do not copy other email addresses. If you wish to notify or remind us of your submission, it is best to send a separate direct email without any sensitive attachments.
- Your full name should be part of each document name before attaching it to the email. Please name the Word or PDF file accordingly (e.g., *Joe Smith_Travel Request*). If you cannot merge and upload all documents as one file, please make sure to name all other supported files uploaded separately accordingly.
- Once files are uploaded successfully, you will receive a notification via email within an hour. If you do not, please check your spam/junk folder.
- Email from Microsoft Outlook is not compatible with this platform.