



Brandeis University
Office of the University Registrar

Mail Stop 068
415 South Street
Waltham, MA 02453-2728

(781) 736-2010
Fax (781) 736-3485

**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. Under Quick Access on the left side of the homepage, select "Create a Shipment." For international shipments, go to www.fedex.com/international. Scroll down the page and select "Create International Shipping labels" in the bottom left corner.
 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](#)