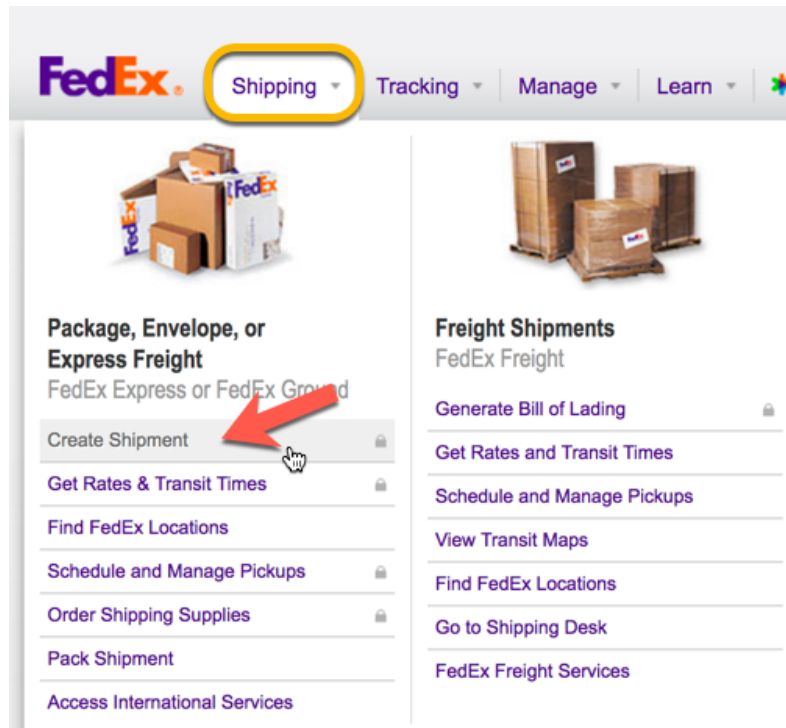


Transcript Order via FedEx

- 1) Go to [fedex.com](https://www.fedex.com) and look under the **Shipping** options (upper left corner) for **Create Shipment** (first option).



- 2) To purchase a shipping label for your transcript, you can either
 - a) log in using an existing or newly created FedEx account (left)
 - OR
 - b) create a one-time shipment paid for by credit card (right)

* Denotes required field.

Registered fedex.com Users

IMPORTANT
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

+ User ID

+ Password

+ Login to

FedEx Ship Manager™ Lite ? **NEW**

FedEx Ship Manager™ at fedex.com ?

Remember my user ID on this computer.

[Login Help](#) [Forgot/Reset your password or user ID?](#)

New fedex.com Users

[Create a User ID for Shipping with an account](#) ▶

[Create a User ID for Shipping with a credit card](#) ▶

[Create a one-time credit card shipment](#) ▶

Life just got easier.

Request your own delivery schedule with FedEx Delivery Manager.®*

- 3) Enter the address of the Office of the University Registrar (1121 West Main Street, Suite 1200, Durham, NC 27701) as the sender (left) and the address of your recipient (right).

1. Address Information

Enter your (From) address and the recipient's (To) address.

From Address		To Address	
Your name	Office of the University Registrar	Recipient name	Jane Doe
Company	(optional)	Company	(optional)
Country / Location	United States	Country / Location	United States
Address	1121 West Main Street Suite 1200	Address	123 Maple Lane Apt, Floor, Suite, etc.. (optional)
ZIP	27701	ZIP	10001
City	DURHAM	City	NEW YORK CITY
State	North Carolina	State	New York
Phone	919-684-2813 Ext. (optional)	Phone	123-456-7890 Ext. (optional)
Email notifications	(optional) ?	Email notifications	(optional) ?

[Perform detailed address check](#)

This is a residential address ?

Enter your email here to receive shipment notifications.

Check this box if mailing to a residential address.

Continue





- 4) Select **FedEx One Rate** and **FedEx Envelope** under **Shipment Details**. This option does not need to be weighed and does not require a FedEx account.

2. Shipment Details

Select Your Options

<p>FedEx One Rate</p> <p>No account or weighing needed</p> <ul style="list-style-type: none"> Choose your FedEx packaging Choose your destination and service Get one rate <p>FedEx One Rate includes detailed tracking and is backed by our money-back guarantee.</p> <p>Select</p>	OR	<p>FedEx Standard Rates</p> <p>Use your account or pay as you go</p> <ul style="list-style-type: none"> Flexible packaging – ours or yours Choose your destination and service Get your rate based on weight, destination and size <p>FedEx Standard Rates include detailed tracking and are backed by our money-back guarantee.</p> <p>Package Weight <input type="text"/> lbs ?</p> <p>Select</p>
---	----	--


Select Package Types

			
FedEx Envelope	FedEx Pak	FedEx Small Box	FedEx Medium Box

- 5) Choose your delivery option. For next-business-day delivery, select **FedEx Standard Overnight**. This option is available only for domestic recipients; 2-3 business-day delivery is the earliest available option for international recipients. We **do not** process FedEx Ground requests.

2. Shipment Details

Select Your Options



FedEx Envelope

Letter: 9-1/2" x 12-1/2"
Legal: 9-1/2" x 15-1/2"

Package Details

Pricing option: Declared value

FedEx One Rate: (optional) USD ?

[← Choose another package type or pricing option](#)

Select a delivery date, time and rate

Don't see your discounts? Please [login](#) to get account specific rates.

Ship Date: Today, Thursday Mar 09

Tue, Mar 14		Mon, Mar 13		Sat, Mar 11		Fri, Mar 10	
\$8.00	by 4:30 PM FedEx Express Saver®	\$19.00	by 4:30 PM FedEx 2Day®	\$23.75	by 10:30 AM FedEx 2Day AM®	\$25.75	by 3:00 PM FedEx Standard Overnight®
				\$35.00 *	by 4:30 PM FedEx 2Day®	\$36.75	by 10:30 AM FedEx Priority Overnight®
						\$73.75	by 08:00 AM FedEx First Overnight®

- 6) Disregard the option for a drop-off location; FedEx picks up shipments from our office daily. Choose additional service options if needed and click **Continue**.

Select a delivery date, time and rate

Ship Date: Today, Thursday Mar 09

Your Nearest Drop Off Location

FedEx Express Drop Box
905 W Main St
Durham, NC 27701 US
Last pickup: 7:00 PM
[View more locations](#)

Delivery Date

Fri, Mar 10

\$25.75
by 3:00 PM
FedEx Standard Overnight®

Amounts are shown in USD

[← Choose another delivery date or time](#)

Additional Service Options

Hold shipment at FedEx location ?

FedEx Delivery Signature Options

Signature Type: None specified

A signature type is not required for delivery.

Total Shipping Rate: \$25.75

Continue

- 7) Enter your credit card information in the **Payment** section.
NOTE: If you are using your FedEx account, **do not** choose **Bill Sender** as the payment option. If **Bill Sender** is selected as the payment source, our office **will not** process your request.
- 8) Complete your order, and download your shipping label. Fill out the [Transcript Request Form](#), selecting **FedEx** as your delivery option. Upload your label under the section titled **FedEx Shipping Label**, and submit your request.

Delivery Option *

- Pick Up
- Regular Mail
- Electronic PDF
- FedEx

FedEx Shipping Label *

Browse...

Upload your FedEx shipping label above. Requests received after 2:00 p.m. EST are subject to being processed the following business day.