

Instructions for Shipping Your Diploma with UPS

Where is the shipment going?

- Enter the address where you want your diploma sent

Where is the shipment coming from?

- You must list your address as both the shipping from address, and the return address. Unfortunately, we cannot process a UPS label where UB is listed in either the shipping or return address fields.

What are you shipping?

- Packaging Type: UPS Letter
- Diploma weight is 0.5 pounds

How would you like to ship?

- Choose your shipping option

How would you like to pay?

- Select your payment option

Would you like to schedule a pickup?

- Please do **not** schedule a pickup. UPS picks up from our office every business day. Once your request is processed, our diploma will ship with the next possible regularly scheduled pickup.

Once purchased, email or fax a prepaid UPS shipping label to reg-degreeaudit@buffalo.edu or 716-645-7762(fax). Please be sure to provide your UB person number in your communication.