

Instructions for Shipping Your Diploma with UPS

Please visit www.ups.com and click on “Ship” to create your pre-paid label.

Where is the shipment coming from?

- You must list University at Buffalo, 1Capen Hall, Buffalo, New York 14260 as the “ship from” address

Return Address

- The return address must indicate your personal address. If you accidentally list UB as the return address, your request may not be processed.

Where is the shipment going?

- Enter the address where you want your diploma sent

What are you shipping?

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

How would you like to ship?

- Choose your shipping 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, your diploma will ship with the next possible regularly scheduled pickup.

How would you like to pay?

- Select your payment option

Diplomas: 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.