

## **Instructions for Shipping Your Diploma or Transcript with UPS**

Please visit [www.ups.com](http://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
- 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 or transcript sent

### **What are you shipping?**

- Packaging Type: UPS Letter
- Diploma or transcript 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 or transcript 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](mailto:reg-degreeaudit@buffalo.edu) or 716-645-7762(fax). Please be sure to provide your UB person number in your communication.

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