The Office of International Students and Scholars uses FedEx as our preferred shipping provider. If you need immigration or other documents, you should use the FedEx Ship Manager Lite to create a FedEx Airbill following the directions below.

**Getting Started**
You should use the FedEx Ship Manager Lite online at: [https://www.fedex.com/us/shipping/](https://www.fedex.com/us/shipping/)

Click on the “Ship Quickly” option and follow the steps using the following instructions:

**Step 1. Address Information**
You must complete the From Address section with the address for the Office for International Students and Scholars.

Then you should also complete the To Address section with the address your mailing address, phone number and email.

**Step 2. Shipment Details**
You can choose either the Select the FedEx One Rate or FedEx Standard Rates, but the One Rate generally offers the best rate. The FedEx Standard Overnight is usually the best option if you need the overnight service, however, the FedEx Express Saver is a cheaper option if using a three-day delivery service meets your needs.

Then you choose the Package Type. The FedEx Envelope is almost always the best option.

After you choose the FedEx envelope option, you can choose the specific delivery date, time and estimated shipping rate.

**International Shipping**
The FedEx International Priority is the best option for international shipping.

**Package Weight**
You will also have to include the package weight and value. For an envelope you can choose 0.5 lb. You can leave the

**Package Value**
You must assign a value to the shipment. $1.00 is a sufficient value for immigration documents.

**Step 3. Enter Payment Information**
Enter your payment method. Confirm both addresses and finalize the FedEx Ship Manager process to obtain the FedEx Airbill.

**E-mail the Airbill to the OISS**
E-mail the FedEx Airbill to your International Student Advisor along with specific instructions as to what you need shipped and we will handle the rest.