

HOW TO CREATE AN ELECTRONIC UPS SHIPPING LABEL

1. Go to www.ups.com
2. Once on the website, go to SHIPPING – CREATE SHIPMENT – REGISTER
At this point you create your UPS account, which you can use in the future for any other shipping operations, so enter the information very carefully.
In SERVICE use a drop down box to declare how fast you want to receive the mail.
In PACKAGING choose UPS Letter.
Don't indicate a specific payment option at this point.

UPS will generate your "my UPS User ID". Write it down, as well as the chosen password.
3. You will now enter the shipping addresses.
REMEMBER TO PUT YOUR HOME ADDRESS IN THE **SHIP TO** FIELD!
In the **SHIP FROM** field, put the address below:

Center for International Programs
SUNY New Paltz
1 Hawk Drive
VH 201
New Paltz, NY 12561
845 257 3595
international@newpaltz.edu
4. WHAT ARE YOU SHIPPING section
Number of packages: 1
Packaging: UPS Letter
Weight: 1 lbs
Package declared value: 10 USD
5. How WOULD YOU LIKE TO SHIP- once again, indicate how fast you want to receive the mail.
Don't add reference numbers.
Choose payment method- preferably credit/debit card.

At this point, once you have paid for the shipment, UPS will automatically generate an electronic shipping label in the form of a .pdf file. Save it to your hard drive and e-mail it to

international@newpaltz.edu

*Make sure you email the **original .pdf file** directly to us **do not print it out and scan it back in**. It is easier to read in its original format.

We will send you your documents once we receive the pre-paid UPS shipping label. Please get in touch if you have any questions.