

# FedEx Shipping Instructions

**Registered fedex.com Users**

**IMPORTANT**  
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

\* User ID

\* Password

\* Login to

FedEx Ship Manager™ Lite NEW

FedEx Ship Manager™ at fedex.com

Remember my user ID on this computer.

[Login Help](#) [Forgot/Reset your password or user ID?](#) [Login](#)

**New fedex.com Users**

[Create a User ID for Shipping with an account](#)

[Create a User ID for Shipping with a credit card](#)

[Create a one-time credit card shipment](#)

**Life just got easier.**

Request your own delivery schedule with FedEx Delivery Manager.®\*

\*Terms, restrictions and fees apply.

[Get started ►](#)

Step 1. If you have a FedEx login, use that here. Or, select “Create a one-time credit card shipment”

**From Address**

Your name

Company

Country / Location

Address

ZIP

City

State

Phone  Ext.

Email notifications

**To Address**

Recipient name

Company

Country / Location

Address

ZIP

City

State

Phone  Ext.

Email notifications

[Perform detailed address check](#)

Step 2. Enter ISSO's information and then enter YOUR NAME as the recipient and the address you want your I-20 shipped to. (ISSO's address is 1525 U Street, Lincoln, NE 68588)

FedEx Ship Manager® Lite

1. Address Information [Edit](#)

2. Shipment Details

Select Your Options

**FedEx One Rate**  
No account or weighing needed  
• Choose your FedEx packaging  
• Choose your destination and service  
• Get one rate  
FedEx One Rate includes detailed tracking and is backed by our money-back guarantee.  
[Select](#)

OR

**FedEx Standard Rates**  
Use your account or pay as you go  
• Flexible packaging – ours or yours  
• Choose your destination and service  
• Get your rate based on weight, destination and size  
FedEx Standard Rates include detailed tracking and are backed by our money-back guarantee.  
Package Weight  lbs [?](#)  
[Select](#)

3. Payment

Step 3. Choose FedEx Standard Rates (we may not have FedEx packaging to send your I-20 in, which is required for FedEx One Rate)

Step 4. Enter the weight of the package and click select.

[Select](#) Package Weight  lbs [?](#)

Select Package Types

FedEx Envelope

FedEx Extra Large Box

FedEx Large Box

FedEx Medium Box

FedEx Pak

FedEx Small Box

FedEx Tube

Your Packaging  
Don't see a box size that fits? Ship FedEx using your own packaging.

Step 5. Select FedEx envelope or your own packaging, whichever you prefer.

**FedEx** Shipping Tracking Printing Services Locations Support

**Select a delivery date, time and rate**  
 Don't see your discounts? Please [login](#) to get account specific rates.

Ship Date

Delivery Date

Tue, Mar 24			Wed, Mar 25		Thu, Mar 26
<b>\$58.74</b> by 08:30 AM FedEx First Overnight®	<b>\$26.65</b> by 10:30 AM FedEx Priority Overnight®	<b>\$26.13</b> by 3:00 PM FedEx Standard Overnight®	<b>\$21.06</b> by 10:30 AM FedEx 2Day® AM	<b>\$19.92</b> by 4:30 PM FedEx 2Day®	<b>\$17.49</b> by 4:30 PM FedEx Express Saver®

Amounts are shown in USD

3. Payment

Step 6. Choose a delivery date (the sooner the delivery, the higher the cost). *\*Costs may be different than pictured above when you calculate it based on the day you create the label\**

Step 7. Review the details and click continue to go to the payment screen.

**FedEx** Shipping Tracking Printing Services Locations Support

2. Shipment Details Edit

3. Payment

**Enter Payment Information**  
 Enter your credit card information or a FedEx Account number to pay for this shipment

**Payment Method**

Bill to

Credit card types

Credit card no.

Security code

Expiration date

First name

Middle name

Last name

Step 8. Enter your payment information and click continue.

Step 9. Review your confirmation.

Step 10. Email the PDF of the shipping label to [internationalnavigators@unl.edu](mailto:internationalnavigators@unl.edu)