

# Fedex/DHL Mailing Request Form

MIT ID # \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Document to be mailed \_\_\_\_\_

## **Shipping costs:**

### **For domestic mail (mailed within the U.S.)**

- via U.S. Postal Service regular mail: no fee (covered by MIT)
- via FEDEX: \$20

### **For international mail:**

- via regular Postal Service airmail: no fee (covered by MIT)
- via DHL: \$60

## **Payment method:**

You can prepay either by cash or check (made payable to "MIT") at the time you request the mailing service. If you do not prepay, please note that a REGISTRATION HOLD will be issued on your student account. You will not be able to register until you reimburse the ISO for the shipping charges associated with this request.

## **How do you want us to mail your documents?**

Regular mail (domestic)     FEDEX (domestic)     Regular airmail (international)     DHL (international)

I certify that I will reimburse the ISO for Fedex /DHL costs.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Shipping address (no PO box address)

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Country \_\_\_\_\_

Postal code \_\_\_\_\_

Phone # at shipping address \_\_\_\_\_

**Please review the shipping address - Insufficient address information may result in a returned package.**

### **FOR OFFICE USE ONLY**

Date mailed \_\_\_\_\_ Paid by student Y/N \_\_\_\_\_ Hold placed Y/N \_\_\_\_\_ Staff initials: \_\_\_\_\_