

INSTRUCTIONS FOR OBTAINING A FedEx NUMBER

Using a personal FedEx account number is the preferred method for us to charge the shipping fees for your I-20. The number is created using an online system through fedex.com, and a credit card is required. This method is more secure than sending us your credit card information through the mail.

To open a FedEx account:

- 1) Go to <http://www.FedEx.com>.
- 2) Select your location from the drop-down menu. Once you select your country, you should be automatically taken to the next screen. If not, click the "Go" button.
- 3) Click on the "Register Now" or "Open a FedEx Account" link under the welcome section on the far left.
- 4) Under the "Open a New Account" section, click on the "Open a New Account" link for an Individual.
- 5) Create a Login and Password. Fill in all required contact information. Read the "Terms and Conditions" (links at the bottom of the page), then click the "I Accept" button.
- 6) Select "Personal" for account type. Check to make sure all of the information you entered is correct, then click the "Continue" button.
- 7) Enter in all of the required credit card information. Make sure that the billing address you enter is exactly the billing address for the credit card you are entering. Click the "Continue" button.
- 8) In the "Terms and Conditions box", you must check the box that says "I have read, understand and agree to be bound by the following agreements and terms." If you haven't read the fedex.com Terms of Use or the Privacy Policy, you should do so now. Filling in the answers to the questions concerning shipping needs is optional. Click the "Complete" button.
- 9) After clicking complete, you should receive an email from FedEx.com online services. Open this email and click the "My Profile" link.
- 10) This should bring you to your profile page on FedEx.com. On this page, your FedEx Account Number should be listed. Please write this number on the "FedEx Account Number" line on your online Financial Certification form.