UW Shipping & Receiving - International Shipping Request

Instructions: 1. Complete form electronically 2. Email PDF to shipping.request@uwyo.edu 3. Print, sign and attach to package(s)

Name: Date:

E-mail: Phone:

Department Name -
Organization Number

Funding Source Type: UW Account   UW Grant   Collect Shipping Account

Funding Source Account:

Enter a UW Funding Source obtained from your department accountant, or a UPS/FEDEX/etc account for the recipient you are sending to.

Signature _____   Date Signed _____

Shipper's signature above certifies, under penalties of up to $75,000 per violation prescribed by 49CFR 107.329, that there are no DOT-regulated materials in the package unless indicated below.

_____

Description of Contents:

Value for Insurance: Number of Packages   Dolly Needed?

In order to ship items outside the U.S., you must first get approval from Export Compliance. Please attach a copy of the email from Export Compliance approving the shipment.

Shipper: Freight   FEDEX   UPS   DHL   Other

Delivery Options: Express (3 - 10 business days)   Saver (15 - 30 business days)

These are estimated times. Delays in customs may occur.

Duties & Fees Charged to: Sender   Receiver   Hazardous Material?   Yes

Does the package contain
any type of battery?   Yes   Is it a Lithium battery contained within a device?

_____

Shipping Address - Maximum 35 characters per line including spaces - **No P.O. Boxes**

Company:

Attention:

Address 1:

Address 2:

City: State:

Country: Postal Code:

Phone: Does pkg require pre-paid label to return to UW?   Yes

Form updated 1/21/26