How to Complete an International Shipment Summary

1. Get an International Shipment Summary form.
If you need a copy of the form, print out the International Shipment Summary (PDF).

2. Complete the top part of the International Shipment Summary.
   - On the left side of the International Shipment Summary, fill in the Ship To box:
     - Company/ individual name
     - Full street address (post office box deliveries are not permitted)
     - City, state, and ZIP code
     - Attention: name of contact person
     - Phone number of contact person
   - On the right side of the International Shipment Summary:
     - Fill in the date.
     - List the Shipping Memo number.
     - Indicate your choice of transportation:
       - Air
       - Truck
       - UPS
       - FedEx
       - Ocean
     - Leave the UCSD License # field blank
     - Print the name of the person authorizing the shipment.
     - Print the name of your department.

3. Complete the middle part of the International Shipment Summary.
   - For each container you're shipping, list:
     - Container number
     - Container dimensions
     - Container weight
   - For each item in a container, list:
     - Description of contents (list each item in each container on a separate line)
     - Serial # (if not known, leave blank)
     - Department UCID number
4. Complete the bottom part of the International Shipment Summary.

- List the total number of containers in your shipment.
- Indicate the total weight of your shipment.
- Indicate the total value of your shipment in U.S. dollars.
- Have the form signed by the person authorizing the shipment.
- List the authorizing person's phone number.

5. Attach the International Shipment Summary to the Shipping Form.

Find the International and/or Hazardous Outbound Shipment form in the Logistics Portal (VPN and Login Required).