

**Mills College – Academic Records  
Change of Name Form**

**MILLS**

- Legal documentation** of the new name and a completed **Name Change Form** is required for all name changes. The new name will appear on transcripts, verifications of enrollment, and other records after the form has been processed. See Section II for required documentation.
- Students may add a **preferred first name** which will be reflected in some areas of the College including email, grade and class rosters, and other records. The preferred name is reflected on the Mills student ID card. **Documentation is not required for preferred first names.**
- Currently enrolled** students should submit the required documentation and completed Name Change Form to the **M Center**. Emailed submissions will be returned. Graduating students have until the Graduation Application due date to submit requests for name change. After the Graduation Application due date, if a diploma bearing the new name is desired, a separate written request for a diploma is required accompanied by a replacement fee of \$50.00.
- Former students and graduated students** should submit Name Change requests to the **Office of Alumnae Relations** ([alumnae-relations@mills.edu](mailto:alumnae-relations@mills.edu), 510.430.2123). If a diploma bearing the new name is desired, please submit a separate written request to Academic Records accompanied by a replacement fee of \$50.00.
- Requests by Mail:** A currently enrolled or previous student may provide a letter requesting the name change noting the name as it currently appears as well as the new name. The letter should also contain the requestor's date of birth, dates of attendance, degree obtained (if applicable), signature, and an original notarized seal authenticating your identity. Faxed requests will only be accepted if the notarized seal is a stamp and not embossed on the document.
- An exception to the above policy will be made in the case of clerical error.

**SECTION I: Student Information**

Mills ID: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Name (Print): \_\_\_\_\_  
*Last* *First* *Middle*

New Name (Print): \_\_\_\_\_  
*Last* *First* *Middle*

Preferred First Name\*: \_\_\_\_\_

Signature: \_\_\_\_\_

\* Section II is not required if this request is to add a preferred name only.

**SECTION II: Documentation**

**NOTE:** Please provide one item from **BOTH** List A and List B.  
 Your form **cannot be processed** unless one item from List A AND one item from List B are present.

List A:	List B:
<input type="checkbox"/> Certified Court Order	<input type="checkbox"/> Valid State Issued Identification Card
<input type="checkbox"/> Marriage Certification	<input type="checkbox"/> Valid Military ID with photo
<input type="checkbox"/> Social Security Card with new name	<input type="checkbox"/> Valid State Issued Driver's License
<input type="checkbox"/> Divorce Decree	<input type="checkbox"/> Valid Passport

**For Office Use Only:**

- Verify one item presented from List A and check appropriate box.
- Verify one item presented from List B and check appropriate box.
- Copy each item and attach it to the Name Change Form.
- Sign below.

My signature indicates that I have examined the items noted below and attached copies to this request.

Staff Signature: \_\_\_\_\_

**Academic Records Use Only: SPAIDEN**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ CC: OIA ([oiabannr@mills.edu](mailto:oiabannr@mills.edu) Sent )

Notes: \_\_\_\_\_