

Mills College – Academic Records  
Change of Permanent Address Form

MILLS

1. There are three types of addresses: **Mills Private Mail Box (PMB)**, **Mailing (MA)**, and **Permanent (PR)**.
2. All students must have an active **PR** address. For international students this must be a non-U.S. address.
3. Specific items are always sent to the **PR** address like diplomas and W2s.
4. Mail is sent first to the **PMB** address if an active one exists. For residential students, the PMB address is only active during residency.
5. If there is no active PMB address, mail is sent to the **MA** address.
6. If there is no active PMB or MA address, mail is sent to the **PR** address.
7. Residential students may not have a Mills Private Mail Box (PMB) as their MA or PR address. However, students may have a non-Mills Post Office Box as their MA address. Students may update their MA address online via myMILLS.
8. All Mills College email is sent to your 'mills.edu' email address unless you change your email preference. Students may change their preferred email address online via myMILLS.
9. **Mills College PMB Address:** All students living in a Mills residence hall must have an active PMB address. This address cannot be changed. If you would like to inactivate your PMB address, please contact the Mail and Copy Center.

**SECTION I: Identification**

Mills ID: \_\_\_\_\_ Current Term: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First M.I.*

**SECTION II: Address**

**Permanent Address:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country (if international) \_\_\_\_\_

Phone Number \_\_\_\_\_

Do you wish to have your **MA** (Mailing) address inactivated?  Yes  No

**SECTION III: Signature**

**Please sign below.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Records Use Only: ADDR (GUASYST, SPAIDEN)** Do not update records not owned by AR.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

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