

Mills College – M Center – Academic Records Change of Name Form

1. Legal documentation of the new name and a completed Name Change Form is required for all name changes. After a name change request has been processed, the new name will appear on future transcripts, verifications of enrollment, and other records.
2. 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. Currently the new name will **not** be reflected on the ID card. Documentation is not required for preferred first names.
3. Currently enrolled students should submit the required documentation and completed Name Change form to the M Center. 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 \$100.
4. Former students and graduated students should submit Name Change requests to the Office of Alumnae Relations (alumnae-relations@mills.edu, 510.430.2123). If a diploma bearing the new name is desired, please submit a separate written request to the M Center accompanied by a replacement fee of \$100.
5. **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.
6. An exception to the above policy will be made in the case of clerical error.

SECTION I

Mills ID: _____ Date: _____

Previous Name (Print): _____
Last First Middle

New Name (Print): _____
Last First Middle

Preferred First Name*: _____

Signature: _____

* Section II is not required for addition of preferred name only.

SECTION II

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:

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

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

Staff Signature: _____

M Center Use Only: Processed by: _____ Date: _____

Notes: _____

CC: OIA (Oiabannr@mills.edu) _____