

**Mills College
Academic Records
Gender Change Form**

Instructions and Information

Mills College will change the gender of record for currently and previously-enrolled and graduated students upon receipt of a government-issued document (eg. driver’s license, passport,etc.) which includes the change. If the gender change is accompanied by a name change, the requirements outlined in the Name Change Policy should accompany the gender reassigned government documentation.

In Person

All currently enrolled, previously-enrolled and graduated students may submit the Gender Change Form, government-issued document and name change documentation outlined in the Name Change Policy (if applicable) to Academic Records.

By Mail

All currently enrolled, previously-enrolled and graduated students may submit this Gender Change Form noting the current gender as well as the new gender. The form must include a copy of the government-issued document. Faxed requests or letters in lieu of this form will be accepted if accompanied by a copy of the government-issued document.

Mills ID: _____ Date: _____

Name: _____
Last First Middle

Date of Birth: _____ Dates of Attendance: _____

Degree Obtained or Currently Pursuing: _____

Gender Change:

- from male to female
- from female to male

Signature: _____

For Office Use Only:

My signature indicates that I have examined the government-issued document and attached a copy to this request.

Staff Signature: _____

Academic Records Use Only: Processed by: _____ Date: _____ Document attached

Notes: _____

CC: OIA (Oiabannr@mills.edu) _____