

Instructions and Important Information:

Replacement diplomas will be printed with your legal name as it was at the time you attended Mills College, unless you have legally changed your name and submitted the appropriate documentation to update your record. The replacement diploma will follow the current diploma format, including the signatures of current school officials.

The fee for replacement diplomas is \$50.00 (payable to Mills College. Mailing address: Mills College - Academic Records, 5000 MacArthur Blvd, Oakland, CA 94613).

SECTION I: Graduate Information

- Check this box if your legal name has changed.
(Complete and attach a Name Update Form to this request if you have not already filed it with the college. Attach a copy of the two required documents showing the name change. One needs to be a court-approved document)
- Check this box if your name contains special characters (e.g., ç, é, ñ, or ö).
Indicate them clearly on the line below.

Please print clearly:

Alumnus Name: _____
Last *First* *M.I.*

Mills ID: _____ Date of Birth: _____

Degree Awarded and Year of Conferral: _____

- Check this box if your contact information has changed.

Address to mail diploma: _____

Telephone: _____ Email: _____

Alumnus Signature: _____

If you wish to have someone pick up your reprinted diploma on your behalf, please attach a letter identifying that person by name. The person will need to show photo ID to retrieve your diploma copy.

<p>Office Use Only: SPAIDEN, SHADEGR, SHADIPL (note reprint on 2nd screen)</p> <p>Fulfilled by: _____ Mailed date: _____</p> <p>Notes: _____</p>
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