Mills College
M Center
Change of Address Form

Student's Name: _____ Mills ID: _____
Last First Middle

Current Phone No.: _____ Current Email Address: _____

M Center Address Practices

- There are four types of addresses: Mills PO Box (PO), Mailing (MA), Permanent (PR), and Billing (BI).
- All students must have an active PR address. For international students this must be a non-U.S. address.
- Specific items are always sent to the PR address like diplomas, W2s, and financial aid packets.
- Mail is sent first to the PO address if an active one exists.
- If there is no active PO address, mail is sent to the MA address.
- If there is no active PO or MA address, mail is sent to the PR address.
- If you have a BI address, all student account information is sent there.
- Students may have a Mills or non-Mills post office box as their MA address.
- All Mills College email is sent to your 'mills.edu' email address unless you change your email preference below.

Permanent Address: If you do not have a PO address and want your mail sent to your PR address, please indicate below that your MA address should be inactivated.

New Permanent Address: _____
Street Address Apt. No. City State Zip Code

New Phone Number: _____ Start Date: _____ End Date: _____

Do you wish to have your MA address inactivated? Yes____ No ____

Mailing Address: If you list an MA address and do not have a PO address, mail will be sent to your MA address.

New Mailing Address: _____
Street Address Apt. No. City State Zip Code

New Phone Number: _____ Start Date: _____ End Date: _____

Billing Address: Providing a BI address means that your bills and other student account information will be sent to a third party, either your parents or an outside funding source. Providing a BI address will not affect where your other mail from Mills is sent.

New Billing Address: _____
Street Address Apt. No. City State Zip Code

New Phone Number: _____ Start Date: _____ End Date: _____

Mills College PO Box Address: All students living in a Mills residence hall must have an active PO address. This address cannot be changed. If you would like to inactivate your PO address, please contact Housing Management and Dining Services (HMDS).

Email Address: Complete this section only if you would like email sent to an address other than your assigned 'mills.edu' email address.

New Preferred Email Address: _____

Student Signature: _____ **Date:** _____