Mills College – M Center – Academic Records
Change of Permanent Address Form

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

Name: _____
Last First M.I.

Mills ID: _____ Current Term/Year: _____

SECTION II

Permanent Address:

Start Date: _____ End Date: _____

_____
Address

_____
Address

_____
City State Zip

_____
Country (if international)

Do you wish to have your MA address inactivated? ☐Yes ☐No

SECTION V

Please sign below.

Student Signature: _____ Date: _____

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