Mills College – M Center
Request for Replacement Diploma

Instructions and Important Information:
Mills College will replace your diploma if the original has been lost or destroyed or if your legal name has changed. Your name will appear as it was at the time you attended Mills, 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. All requests must include a notarized signature, unless made in person. The fee for replacement diplomas is $100 (payable to Mills College).

Diplomas Replaced for Name Change will include the following language as part of the diploma: "Original diploma awarded at Mills College on (date). Upon request of the awardee, this diploma was reissued following a legal change of name."

Diplomas Replaced for Loss or Destruction will include the following language as part of the diploma: "Diploma awarded at Mills College on (date). Upon request of the awardee, this diploma was reissued on (date) to replace the original that was lost or destroyed."

SECTION I

Student Name: _____
Last First M.I.

Mills ID: _____ Email: _____

Address to mail diploma: _____

_____

Telephone: _____ Degree Awarded and Year of Conferral: _____

I certify as a true statement the following:

- ☐ My original diploma has been lost and is no longer in my possession;
- ☐ My original diploma has been destroyed;
- ☐ My legal name has changed and I have provided proof of said change to Mills College for the purpose of obtaining a replacement of my diploma.

SECTION II

Alumnus Signature:_____

(NOTARY)

Subscribed and sworn by me this _____day of _____ .

Notary Public _____ . **(SEAL)**