

Please note: Please complete the German form. This English translation is intended to allow international readers a better understanding of the document. It is solely for information purposes and only the German version is legally binding.

Request for change of registered gender including change of given name(s) in HSD's campus management system and all connected systems

Student ID number (New students can leave this field blank.): _____

Family name: _____

Official given name(s): _____

Date of birth: _____

I hereby declare that because of my trans, inter or non-binary identity, I am changing my given name(s) to the following name(s) which have not (yet) been officially registered with the authorities: _____.

This change of name(s) is to be recognised for internal use at HSD.

My gender entry is also to be changed

to: male. female. non-binary. no entry.

(Please tick where applicable.)

Declaration:

I hereby declare that

- the above-mentioned changes reflect my wishes. I therefore request the implementation of the above-mentioned changes to all my data registered with HSD.
- the changed name(s) and gender stated in the request form are to be used on all official university documents (including student ID card, student travel pass (*Semesterticket*) and certificates) issued by HSD and communicated to other institutions (e.g. health insurer) within the framework of data exchange required by law.
- my given name(s) are to be changed in all IT-based services of the university (e.g. e-mail address, MS Teams, Moodle) with immediate effect.

- all official documents (including degree certificates and other certificates) issued by HSD are to state my changed name(s) and I recognise these documents as correct.
- I understand that I can be requested to present a means of photo ID (e.g. national identity card or supplemental ID issued by dgti (German association for trans and intersexuality)) upon ticket inspection in public transportation.
- I understand that I have to proactively notify other institutions (e.g. health insurer, pension insurer, Federal Employment Agency (BA), scholarship funding offices) of a change of name(s) in official university documents if I am still registered with them under my official given name(s). I understand that the dgti supplemental ID can be useful to link documents under my changed name(s) to documents under my official given name(s).
- I exempt HSD from all claims that could arise due to the changed name(s) and the use of the documents stating these name(s).

With my signature, I affirm that all information I have provided is correct and binding. I understand that this request form including my declaration will be added to my student's file and that the corresponding information will be processed in HSD's campus management system. Once I have successfully changed my official given name(s) with the authorities, I can request this form including my declaration to be deleted in accordance with the prohibition of disclosure (section 13 of the SBGG (law on gender self-identification)).

Place, date

Signature

Get in touch

In case of any questions or need of assistance with the change of name(s), our Gender Diversity Action Team (gdat@hs-duesseldorf.de) and Wiebke Herter (wiebke.herter@hs-duesseldorf.de), Anti-Discrimination Counsellor at HSD, are happy to help.

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