

*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 5 of the TSG (law on gender self-identification)).

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Place, date

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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](mailto:gdat@hs-duesseldorf.de)) and Wiebke Herter ([wiebke.herter@hs-duesseldorf.de](mailto:wiebke.herter@hs-duesseldorf.de)), Anti-Discrimination Counsellor at HSD, are happy to help.

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