

## **Guideline for the use of the chosen first name of trans\*, inter\* and non-binary students at TU Dortmund University**

### **1. change of first name and change of gender affiliation by court order in accordance with the provisions of the Transsexuals Act after completion of studies.**

If students change their first name(s) and, if applicable, their gender affiliation in accordance with the provisions of the Transsexuals Act after completing their studies, university certificates will be reissued with the date of the initial certificate after the court order on the change of first name and, if applicable, the change of gender affiliation has been submitted. If gender information was listed on the original certificate, it will be adjusted accordingly. New certificates shall be signed by the original signatories unless they are no longer incumbents at the time of reissue. In this case, the certificate will be signed by the current incumbents. The original certificate will be withdrawn. A corresponding application form is provided by the Student Secretariat.

### **2. change of first name and change of gender affiliation by court order in accordance with the provisions of the Transsexuals Act while studying.**

If students change their first name(s) during their studies and, if applicable, their gender affiliation in accordance with the provisions of the Transsexual Act, the student will be listed in full under the new first name(s) and, if applicable, under the changed gender after submission of the court decision on the change of first name and, if applicable, the change of gender affiliation. A corresponding application form is provided by the Student Administration Office.

There is no change to the UniAccount identifier.

### **3. change of first name and/or change of gender affiliation without a court order during the course of studies.**

If students change their first name(s) and/or gender during their studies without already having a court order according to the regulations of the Transsexual Act, students can apply to use the new first name(s) and/or a different gender entry (m/f/w/without entry) ("early first name change"). The prerequisite for the early change of first name is the presentation of the dgti supplementary identity card and an official identity document. A corresponding application form is provided by the Student Administration Office. The signed declaration on the effects of the early change of first name must be enclosed with the application.

In the case of an early change of first name, the student will be listed in full under the new first name(s) and/or under the changed gender. There will be no change to the UniAccount identifier.

#### **4. change of first name and/or change of gender affiliation without a court order before enrolment**

If students already have one or more new first names before enrolment without the name change having been effected by court order in accordance with the provisions of the Transsexuals Act, students can already enrol with the new first name and/or choose a different gender entry (m/f/w/without entry) ("early change of first name"). Prerequisite is the presentation of the dgti supplementary identity card and an official identity document. A corresponding application form is provided by the Student Administration Office. The signed declaration on the effects of the early change of first name must be enclosed with the application.

In the event of an early change of first name, the student will be listed and enrolled in full under the new first name(s) and/or under the changed gender.

Students can confidentially contact the Office of Equal Opportunity, Family and Diversity for consultations in all cases of first name change and/or gender change before submitting an application.