



Information sheet: How queer students can change their name without official documentation

Legal situation

If queer students want to officially change their **first name under civil law**, a court procedure must be followed under the Transsexual Act (Transsexuellengesetz, TSG). The TSG contains specific prerequisites for officially changing someone's first name.

Less clear is to what extent a university can permissibly use a queer student's new chosen name if it has not been officially changed using the TSG procedure.

For internal matters the university may use the chosen name of a queer person, in place of the official first name, without any legal doubts. This includes all matters that remain within the university and that are not directed externally, such as the salutation in emails, enrolments or the keeping of university documents.

Use of the new first name is not clearly regulated e.g. in certificates that are directed externally, but it is not prohibited. If university certificates are brought into legal circulation, what matters most is not so much the first name or the gender, but rather the ability to identify the individual. It is therefore critical that the identity of the name-bearer can be unambiguously established. It is possible to generally establish a person's identity by performing an identification check. This is performed using identity documents, which must bear the legally registered name. Suitable identity documents include identity cards, passports or electronic residence permits.

In order to "consolidate" these documents (certificate and identity documents) it is recommended that students apply for a supplementary dgti identity document (dgti: Deutsche Gesellschaft für Transidentität und Intersexualität, German Society for Trans Identity and Intersexuality).

Administrative procedures at SRH University Heidelberg

Queer students who want to be entered in our university's (general) database with their new first name, in order to be addressed and written to accordingly, can submit an application (application: changing your name without official documentation). **IMPORTANT: From the time the name is adjusted in the university database, the adjusted name appears as the display name in the IT applications, the university e-mail address is adjusted and all university certificates are issued with this name.**

Name-changing application process:

- Initially, a confidential one-on-one discussion is required with a Diversity Officer (Diversity Officers can be reached at **Diversity.hshd@srh.de**) in order to outline the situation and run through the formalities. It is essential that the name-changing application and an identity document be brought to this meeting.
- The name-changing application is submitted to Central Student Services (this can be done by email: info.hshd@srh.de), where the name change will be completed without delay.
- Four months before completing their studies, which leads to the completion of a certificate and other documents, students are asked to present their official change of name (see name-changing documentation). The retroactive issuing of replacement final documents attracts a charge.



Application: Change of name without official documentation

Details requiring adjustment in the master data:

New name:

Official name:

Matriculation number:

Place of birth:

Date of birth:

In my master data in the Campusnet university database I would also like to change my

gender:	yes	as follows	male
			female
			other
			not stated

No

IMPORTANT! Bank details:

The tuition fees are settled by a third party (different account holder).

The tuition fees are settled from an account belonging to the student.

The account given operates under the official name

The account given operates under the new name

Declaration of consent – legal consequences

Following the name change, my master data in the Campusnet university database will be changed. This means that the amended first name appears as the display name in IT applications, my university email address is adjusted and university certificates are also issued with this name. Use of the new first name is not clearly regulated in certificates that are directed externally, but it is not prohibited. SRH University Heidelberg has no influence over whether the university certificate issued in the chosen name is recognized by third parties.

I have read, and understand, the underlying legal conditions (information sheet on name changes for queer students). I am aware of the possible legal consequences and hereby agree to bear sole responsibility for them.

Heidelberg,

Student's signature:



Official documentation of a change of name

(to be completed 4 months prior to the end of the standard study period)

If a legal name change (by court decision) has not been completed by the time the course of study has been completed, the students must contact Central Student Services (info.hshd@srh.de) or the Diversity Officer (diversity.hshd@srh.de) no later than 4 months after the completion of the standard study period. The retroactive issuing of replacement final documents attracts a charge.

Official documentation of a change of name has been provided. The name corresponds to the new name given above.

Official documentation of a change of name has not been provided. The new name given above will be changed back to the previous official name.

Heidelberg,

Student's signature:

Matriculation number:

Diversity Officer's signature/ZSS:



Discussion guide for a change of name without official documentation

Checklist:

Outline the situation

General information on the legal situation and the administrative process at SRH University Heidelberg

Declaration of consent – legal consequences

Details to be changed in the master data

Reconciliation with official identity document

Where account details change, a new SEPA direct debit mandate must be issued

Recommended: supplementary dgti identification <https://dgti.org/2021/09/05/der-ergaenzungsausweis-der-dgti-e-v/>

Note: New student ID (with student certification)

Note: 4 months prior to the completion of studies, the official name change documentation must be presented. If such documentation is not presented, the final documents will be issued in the previous name.

Information on offers/initiatives at our university (if appropriate, LGBTIQ + regulars' table)

The documents must be stored in full and brought to the meeting to provide evidence of the official change of name or of the change back to the original name.

Heidelberg,

Student's signature:

Diversity Officer's signature: