

## Declaration of Change of First Name(s) and / or Gender Entry at the University of Bremen<sup>1 2</sup>

Please complete this application and read the information under point 3 carefully. The university wants to ensure that you make your decision to change your first name(s) and / or gender entry within the university context with full knowledge of all the consequences. If you have any questions or need to discuss the application, you can confidentially contact ADE – Anti-Discrimination and Conflict Management Office (ade@uni-bremen.de) at the University of Bremen. You can also find additional external counseling services on the Diversity Office website: <https://www.uni-bremen.de/en/diversity-management/teaching-and-learning/counseling>

**For student ID number:**

### 1. Data previously stored for me in the student administration system (Moin portal):

Surname:

First name(s):

Date of birth:

Place of birth:

Gender:

### 2. I would like to make the following changes in the Moin portal:

First name(s):

Gender:

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- 1 Please note: The application can only be submitted after enrollment and may not be submitted after you have passed your last examination.
  - 2 Please note that this is a translation of the original German document and only said German original is legally binding.

### **3. With this application, I declare the following:**

- a. The above changes reflect my wishes.
- b. The desired gender information and / or the desired first name(s) will be used and listed on all documents in the University of Bremen's campus management system (e.g. semester ticket, certificates of examination, degree certificates) and on the teaching / learning platform currently in use (currently Stud.IP). This means that the original name(s) and / or gender entry will be replaced by the name(s) or gender information chosen with this application.
- c. I am aware that I may be required to present a legal identification document (e.g. ID card, passport) in the event of identity checks and in cases where there is a legal obligation to identify myself (e.g. police checks, opening and management of a bank account).
- d. I am aware that a photo ID document (e.g. passport / ID card) is generally required for ticket inspections in connection with the semester ticket.
- e. I am aware that in the above-mentioned situations I may have to explain any discrepancy between the documents myself<sup>3</sup>.
- f. I am aware that my amended name data will be automatically transmitted to my health insurance company by the campus management system in the event of a change of status (i.e. withdrawal from degree).
- g. I have taken note that this application / declaration must be included in my electronic student file in the campus management system as long as no official proof of a change of status (court order or proof from the registry office) is available, as the information in the campus management system can be used for identification / traceability in legitimate cases of identity verification requests, e.g. in the case of police identity verification. Any other disclosure of the application data is excluded.
- h. If an official change of name(s) and / or status is intended, I will provide this information to the Student Office with appropriate proof (court order or proof from the registry office) after the official change of name(s) and / or status has been completed, so that any links to the old name that may exist can be deleted.
- i. With my signature, the University of Bremen is released from all claims that could arise due to the chosen new (first) name(s), the chosen gender entry, and the use of corresponding documents.

**With my signature, I hereby confirm that the above changes have been carefully considered, are in accordance with my wishes, and that the information I have provided is correct and binding.**

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<sup>3</sup> The confirmation letter from the Student Office, which you will receive after successfully applying to change your first name(s) and / or gender entry, can be helpful. The supplementary ID card from the German Society for Transidentity and Intersexuality (dgti) is also an additional aid.

I consent to the processing of my personal data contained in this application as described above (the legal basis for data processing is thus my consent). Consent can be revoked at any time and the withdrawal of consent will not affect the lawfulness of processing based on prior consent before the time of withdrawal. I am aware that if I withdraw my consent to data processing, the application to change my first name(s) and / or gender entry must also be revoked. With my signature, I confirm that I have read and understood the above data protection information on the processing of application data as well as the otherwise relevant data protection information regarding the campus management system: <https://moin.uni-bremen.de/scripts/mgrqispi.dll?APPNAME=CampusNet&PRGNAME=EXTERNALPAGES&ARGUMENTS=-N000000000000001,-N000299,-Aimprint>

A new application for a change of first name(s) and / or gender entry must be justified and requires that the previous change of first name(s) and / or gender entry be reversed first. Otherwise, it will not be possible to establish a link between official documents and the newly chosen name(s) and gender entry in the confirmation letter issued by the Student Office.

Place, Date

Signature

**Important note for student employees / assistants with an employment contract at the University of Bremen:**

As you belong to two status groups, discrepancies may currently still be found between student documents such as the certificate of enrollment (managed and issued by the Student Office) and documents issued to you as an employee (managed and issued by Performa Nord).