

Leaflet and form for first name and gender entry adjustment for trans people at the University of Bern

At the University of Bern, there are "*Guidelines for the use of the name of trans people*" (German only), which form the regulatory basis for the following statements.

This information is intended for trans employees of the University of Bern who are in a transition process (or have been through one) and wish to register in university systems differently from the official first name and gender entry. They can apply for the administrative use of their everyday name and gender (limited to m or f).

What will be adapted?

Wherever possible, your everyday name and gender entry will be used in university operations. You will receive a corresponding e-mail address, UNICARD and entry in the university telephone book.

>> PERSISKA: *In the cantonal personnel system, the official name and gender entry is used.*

Procedure

Employees may apply for an administrative adjustment of their first name and gender entry when they are hired or at a later date. They will be informed in writing as soon as the adjustments have been made.

Step 1: Appointment at the Office for Gender Equality

You can submit your application during a personal interview using the filled-out form (see p. 2) to the Office for Gender Equality, which will then initiate the adjustments. You will be informed in writing as soon as the adjustments have been made.

Contact for appointments: Ursina Anderegg, Office for Gender Equality
ursina.anderegg@unibe.ch
031 684 51 50
Hochschulstrasse 6, Office 234 (2F)

Step 2: Issue of new UNICARD

You can have a new UNICARD issued at the Helpdesk by appointment for CHF 25.

Report of the official adjustment

After the official adjustment, you are asked to report it. To do so, you can submit a copy of the new identity card to the Human Resources Office.

Application form for the adjustment of first name and gender entry for trans people

All information is required.

Official first name/s:

Official surname:

Official title:

Ms

Mr

Department/Institute:

New title:

Ms

Mr

New first name/s:

Place, date

Signature
