

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

### For students and doctoral candidates

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

This information is aimed at trans students and doctoral students at the University of Bern who are in a transition process (or have been through one) and wish to register in university systems differently from their official first name and gender entry. They can apply for the administrative use of the 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 and UNICARD.

>> Diplomas are issued exclusively in the official name. However, they can be reapplied for at the corresponding Dean's office after an official adjustment by means of an official proof.

>> Note on change of e-mail address: Please note that after the change of e-mail address, the old address is no longer valid. This means that no more mails can be delivered, and no forwarding is recorded. However, the global address book will be changed automatically, so mails from KSL and ILIAS will continue to arrive.

>> Retroactive issuing of documents to the old entry is not possible: Once the changes have been made, it is no longer possible to issue documents to the old entry (e.g., confirmations, scholarship applications, etc.).

#### **Procedure**

Students and doctoral candidates can apply for an administrative change of first name and gender at the time of registration, or at any later time if they are already enrolled.

#### Step 1: Appointment at the Office for Gender Equality

You can submit the application during a personal interview using the filled-out form (see p. 2) at 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](mailto:ursina.anderegg@unibe.ch)  
031 684 51 50  
Hochschulstrasse 6, Office 234 (2F)

Step 2: Issue of a new UNICARD

You can have a new UNICARD issued for CHF 25 at the Infopoint of the Admissions Office (ZIB) by making an appointment.

Report of the official adjustment

After the official adjustment, you are asked to report it. You can submit a copy of your new identity card to the Admissions Office (ZIB)

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

All information is required.

Official first name/s:

Official surname:

Official title: Ms

Mr

Address:

Matriculation number: (if available)

New title: Ms

Mr

New first name/s:

I agree to the deletion of my previous e-mail address.

Place, date

Signature

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