

## Application for Changing Name and Gender Entries Ahead of Legal Change

Version: January 12, 2023

Please check all that apply	Recipient
<input type="checkbox"/> I study (bachelor's, master's or doctoral program, state examination) at the University of Bonn	S
<input type="checkbox"/> I work at the University of Bonn	P
I am a "partial" cross-registered student, a special auditor in a continual professional development program or degree program offered in cooperation with another university, or a participant in the "FFF" gifted student promotion project	H
I have a Uni-ID in accordance with the regulations for access to IT services at the University of Bonn for "freelance staff"	H

The "Recipient" column in the table above indicates the responsible office to which the application must be submitted: **S** = Student Registry; **P** = Human Resources; **H** = University IT

**Note:** If more than one office is responsible, sending the application to any one of the responsible offices is sufficient. You only have to submit the application once. The contact email for each office is provided at the end of this application.

\_\_\_\_\_  
Staff ID number (if applicable)

\_\_\_\_\_  
Student ID number (if applicable)

\_\_\_\_\_  
Last name, first name<sup>1</sup> (in the case of a name change, please enter your previous first name)

\_\_\_\_\_  
Date of birth, place of birth<sup>1</sup>

**Please make the following changes (please enter the changes only):**

**First name:**

\_\_\_\_\_  
(new first name)

**Gender:**

male          female          \_\_\_\_\_ (non-binary<sup>2</sup>)          no entry  
(new Gender)

**Documentation:**

Copy of dgti supplementary ID and official ID (e.g. personal identity card)

Student ID (if applicable)

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\_\_\_\_\_  
<sup>1</sup> Required entry

<sup>2</sup> Due to technical reasons, the University of Bonn is unfortunately unable to transfer free text responses into its data entry systems. The entry "divers" (non-binary) will therefore be shown on your documents.

## Declarations:

I hereby declare that

- the new first name(s) and new gender are to be used and should be shown on all University of Bonn documents,
- I am aware that presentation of a legal identification document bearing my previous name can be requested for all identity checks and all cases where identification is required by law,
- I have taken note of the fact that according to information provided by Stadtwerke Bonn, dgti supplementary ID is considered sufficient for identity checks during ticket inspections for the VRS public transport network; the University of Bonn cannot, however, guarantee that it will be accepted,
- all University of Bonn documents are to be issued with the new first name in the future and I recognize these documents as correct in this respect,
- by signing, I agree to indemnify the University of Bonn against all claims that might arise due to the new first name and/or gender chosen and use of documents bearing them,
- the application/declaration is to be included in the student file and/or personnel file (if applicable) and the corresponding information should be processed in the University of Bonn's administrative systems,
- after the official change of name and/or civil status has been completed, I will forward the information together with appropriate documentation to the office where I submitted the application.

**I declare that the informations I have provided is correct and binding.**

Date \_\_\_\_\_

Signature: \_\_\_\_\_

### Your contacts:

Student Registry (S)

Student Registry  
53012 Bonn

Contact email:  
**[schneiderc@verwaltung.uni-bonn.de](mailto:schneiderc@verwaltung.uni-bonn.de)**

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Human Resources (P)

Human Resources  
  
Regina-Pacis-Weg 3  
53113 Bonn

Contact email:  
**[digitalisierung.personal@verwaltung.uni-bonn.de](mailto:digitalisierung.personal@verwaltung.uni-bonn.de)**

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University IT (H)

University IT  
Identity Management  
Wegelerstr. 6  
53115 Bonn

Contact email:  
**[idm@uni-bonn.de](mailto:idm@uni-bonn.de)**