



Universität Regensburg

Guideline on the procedure for changing first names and salutations of trans people before an official name change at the University of Regensburg

Preamble

In order to ensure that a trans person can decide for themselves whether and to what extent their trans identity is addressed in the context of the University of Regensburg in accordance with Section 10 of the Act on Self-Determination with regard to Gender Registration in Special Cases (SBGG) while the name and civil status change process is still ongoing at the University of Regensburg, this guideline issued by the University management in accordance with Art. 30 Para. 2 BayHIG ensures that the self-designation of the respective trans person takes precedence over other (foreign) designations within the University of Regensburg.

§ 1 Principles

- (1) More gender options than male/female are implemented in the university's internal information management system.
- (2) The University draws students' attention to the incongruities with the identity card or other official documents resulting from premature changes of first name and title and recommends that they apply for a dgti supplementary identity card (<https://dgti.org/ergaenzungsausweis.html>)

§ 2 Initial data collection upon enrollment

- (1) The forms for data collection during enrollment are designed in such a way that in addition to the gender categories to be specified: male/female/ an additional field is included for optional information.
- (2) The university identification documents, unless they are intended for legal transactions with external effect, and the internal e-mail address are issued in the first name chosen by the student.

§ 3 Change of name and/or marital status during your studies

- (1) Applications for changes of first name or marital status during the course of studies can be submitted informally.
- (2) Internal university identification documents are issued in the student's chosen first name or gender.

§ 4 Issue of other certificates

Other certificates without external effect are issued for the first name chosen by the applicant and their own marital status.

§ 5 Other language measures

For internal communication, the university recommends gender-sensitive salutations such as

“Dear first name surname” or ‘Dear first name surname’ or ‘Dear students’ or ‘Hello first name surname’ in collective emails.

Pronouns/forms of address are optionally taken into account on participant lists and when registering in the course management program (fields for: last name, first name, pronoun/form of address).

§ 6 Final clause

The guideline enters into force on the day of its announcement. At the same time, the previous guideline on the procedure for changing first names and salutations of trans people before an official name change at the University of Regensburg dated March 22, 2021 expires.

The guideline will be evaluated three years after coming into force and amended if necessary.

Issued on the basis of the resolution of the Executive Board of the University of Regensburg dated February 10, 2025.

Regensburg, den February 10, 2025

Universität Regensburg
- The President -

gez.

Prof. Dr. Udo Hebel

Rechtliche Grundlagen

Law on self-determination with regard to gender registration (SBGG)

§ Section 10 Amendment of registers and documents

(1) If a person's gender entry and first names have been changed in the civil status register, they may request that entries relating to their gender and first names be changed in official registers, provided that no special reasons of public interest stand in the way of this. The previous entries and submitted documents shall be retained in official registers.

(2) The person may also request that the following and comparable documents, insofar as they contain information on gender or first names and are intended for delivery to the person, be reissued with the changed gender entry and the changed first names, insofar as a legitimate interest can be credibly demonstrated:

1. certificates and other certificates of achievement,
2. training and employment contracts,
3. certificates of ownership,
4. driving licenses,
5. proof of insurance number and electronic health card and
6. payment cards.

Not to be reissued with the changed gender entry and first names:

1. court documents,
2. documents issued in accordance with the Notarization Act or the Civil Status Act,
3. documents that become invalid due to a change of first name or gender.

On reissue, the original of the documents to be changed must be presented by the person concerned and confiscated or declared invalid by the authority referred to in paragraph 3. If the document to be amended cannot be presented, the person must declare on oath that he or she is neither in possession of the document nor aware of its whereabouts.

(3) The claim under paragraph 2 shall be directed against the public or private body or person

1. who issued the document to be amended,
2. which is the issuing contracting party of the person entitled under paragraph 2, or
3. who is otherwise authorized to issue a duplicate.

The person authorized under paragraph 2 shall bear the reasonable costs of reissuing the document.

Notes on the procedure for changing your first name and/or gender entry

If you wish to change your first name and/or gender entry at the University of Regensburg, the relevant application must be completed, signed and submitted to the Student Office together with a copy of your identity card/passport and the supplementary ID card of the German Society for Transidentity and Intersexuality e.V. (dgti ID card) or the extract from the civil status register in accordance with §10 SBGG.

You can either send the complete application documents as a scan by e-mail to studentenkanzlei@ur.de or alternatively hand them in personally at the Student Office during opening hours.

Once the complete application documents have been received by the Student Administration Office, the first name and/or gender entry will be changed in the student administration system. This may take a few working days.

If you wish to change your e-mail address, you can contact the information desk at the Computer Center after the change has been made in the Student Office on the working day following the change of data (after the nightly data exchange) and have the change made there. This can be done either in person during the opening hours of the information desk or by e-mail to support@ur.de. Please send a scan of your dgti ID card or an extract from the civil register. You will receive an updated e-mail address within a few working days. Your RZ account (consisting of three letters and four numbers) will remain unchanged. Messages to your old e-mail address will be redirected to your updated one.

Feel free to contact us at any time if you need support. If there are any complications with the process described above, we would be grateful if you could inform us. In such cases, please contact Dr. Birgit Bockschweiger, Anti-Discrimination & Diversity Officer, by e-mail (birgit.bockschweiger@ur.de) or by telephone on 0941/943-2364.



To the
Universität Regensburg
Studierendenkanzlei
Universitätsstraße 31

93053 Regensburg

Application for a change of first name and/or Change of gender entry at the University of Regensburg

Registration number:	
Official first name, last name:	
Official gender entry:	

Please modify the following:

<input type="checkbox"/>	NEW first name (more than one if applicable):				
<input type="checkbox"/>	NEW gender entry:	<input type="checkbox"/> f	<input type="checkbox"/> m	<input type="checkbox"/> non-binary	<input type="checkbox"/> undetermined (no entry in the civil status register)

I enclose a copy of my identity card/passport and the supplementary identity card of the German Society for Transidentity and Intersexuality e.V. or the extract from the civil status register according to § 10 SBGG.

Affirmation

With my signature I declare that

- all documents of the University of Regensburg are to be issued with the new first name and that these documents are recognized by me as correct in this respect.
- the University of Regensburg is indemnified against all claims that may arise due to the new first name chosen and the use of corresponding documents.
- the application/declaration is to be included in the student file and the corresponding details are to be changed to SPUR.
- I am aware that in all identity checks and in all cases that give rise to a legal obligation to identify myself (e.g. police identification, holding a bank account), I may be required to present a legal identification document (e.g. federal identity card, passport) with my previous official name.

I confirm that the information I have provided is correct and binding.

Place | Date | Signature

Legal basis for data collection:

The legal basis for the collection of personal data is Art. 87 para. 2 of the Bavarian Higher Education Innovation Act (BayHIG) as amended. Accordingly, all students are obliged to provide the personal data requested in this application, unless this data is marked as voluntary. This data is used by the University of Regensburg for administrative purposes in connection with enrollment and for compiling university statistics. If incomplete information is provided, the application may not be processed. Data processing is carried out in accordance with the provisions of the Bavarian Data Protection Act as amended.