

Information on Changing First Name(s) and/or Gender Marker at TU Berlin

- a. Someone's preferred first name(s) will be used and appear on all documents issued by the TU Berlin campus management system (e.g. public transportation tickets, transcripts, certificates) and on the teaching/learning platforms in use (e.g. ISIS, MOSES, Zoom, WebEx). This means that the previous name(s) will be replaced by the name(s) indicated in the application. This also applies to changes to a person's gender marker; i.e. the previous entry is replaced.
- b. A legal identification document (such as a federal ID card or passport) may be required for identity verification or in situations where there is a legal obligation to provide proof of identity, for example during a police check or when opening a bank account.
Ticket inspectors on public transport generally require passengers with a student public transportation pass (Semesterticket) to present photo ID (e.g. passport/ID card).
In these situations, any discrepancies between the documents must be explained by the ticket holder. The confirmation automatically issued by the Office of Student Affairs after the change is made may be helpful in such a case. The supplementary ID card issued by the Deutsche Gesellschaft für Transidentität und Intersexualität (Engl.: German Society for Transidentity and Intersexuality – dgti) can also be helpful.
- c. The changed name is automatically transmitted from the campus management system to the person's health insurance company when there is a change in status (i.e. exmatriculation/termination of enrollment).
- d. As long as no official proof of a change of personal data (e.g. a court order or proof from the registry office) is available, the request to change first name(s) and/or the gender marker must be included in the student file in the campus management system; in legitimate cases of identity verification requests (e.g. police identity checks), the information in the campus management system can be used for identification/traceability purposes. The application data will not be disclosed in any other way.
- e. In the event of an official change of name and/or civil status, the Office of Student Affairs must be informed with supporting documentation (court order or proof from the registry office) so that any existing links to the old information can be deleted.
- f. In accordance with Section 2 of the Implementing Provisions for the State Equal Opportunity Act (*Ausführungsvorschriften zum Landesgleichstellungsgesetz – AVLGG*), anyone who is registered as "female" in the civil registry, who can present a dgti supplementary ID card with the gender marker "female," or who is undergoing legal proceedings to change their official gender marker is eligible to vote for the women's and gender equality officer and the corresponding advisory board.
- g. TU Berlin shall be indemnified against all claims that may arise as a result of the changed first name(s) and/or the chosen gender marker and the use of corresponding documents.