



## Fact Sheet: Change of Name and Transidentity

### Change of first name and gender for transgender individuals

#### 1. Initial situation

Transidentity is spoken of when a person does not identify or does not fully identify with the gender assigned at birth on the basis of physical characteristics.

In Switzerland People with trans identity or a variant of gender development can change their gender and first name in the civil status register quickly and unbureaucratically since January 2022 by means of a declaration at the Registry Office.

Changing the first name and the gender entry within the central administrative systems of the University of Basel is also possible without an official name change. **This name change within the university's administrative systems only affects student status. It is not possible for employees (including student assistants and PhD students) to change their officially registered name and gender entry.** Omitting the gender entry or a third, non-binary option are currently not possible. **We recommend the official name change as a first step**, since this way the documents issued by the university correspond to the official ID.

#### 2. Request

If the change of a person's first name and gender entry has already been made officially, the change of name can be applied for together with the changed official documents (ID, passport) without further details at the Student Administration Office (<https://www.unibas.ch/en/Studies/My-Studies/Semester-Registration/Adress-and-Name-Changes-Naturalization.html>).

Students requesting appropriate changes directly from the University independently of official agencies must submit a written request. Students are entitled to apply, while This is not possible for employees. The request must be made using the appropriate form, must be submitted together with a copy of an official identification document (ID or passport) and must contain the following information:

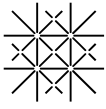
- First name(s), surname according to official identification (ID or passport) and address.
- Matriculation number
- New gender entry
- New first name(s)
- Place, date and handwritten signature of applicant

Currently only binary gender options (f/m) and one first name variant per person are possible.

The complete application must be submitted to the following office:

- University of Basel, Diversity & Inclusion, Spalenberg 65, P. O. Box, 4001 Basel, Switzerland

To change the e-mail address, the new address (firstname.lastname@unibas.ch or f.lastname@unibas.ch) can be communicated to the ServiceDesk (support-its@unibas.ch) after the name change has been completed. The old e-mail address will remain an alias for 6 months and e-mails sent to the old address will continue to appear in the mailbox. Changing the e-mail address does not entail any



loss of previous data. The change of the identifier (username/login) will be checked individually, as a change will result in the loss of all data associated with the existing identifier (e-mail, Adam, etc.).

3. Confirmation

Confirmation of changes will be made in writing. The changes are comprehensively valid for all digital and analog communication as well as the use of the data, i.e. for all future documents, diplomas and accounts issued by the University of Basel concerning the applicant, as well as messages to third parties. Once the changes have been made, it is no longer possible that documents are issued on the old entry (in regard to confirmations, scholarship applications, etc.).

4. Modification of diplomas and certificates of employment

Upon request, documents such as degree certificates can be reissued with the updated data. The request is made in writing, analogous to the change of name, and with the same information. The original document already issued must be enclosed. The request must be addressed to the Head of Student Administration Office (University of Basel, E. Szadowsky [in person], Petersplatz 1, 4001 Basel). The old document will be withdrawn and replaced by the new one (rectification).