

## For Students:

### Name and/or gender details to be changed on selected systems

Federation University aims to be a safe and inclusive place for all staff and students. It is recognised that a student may seek to change their name and/or gender to feel safe and included.

This form is intended to be used in instances where a student needs to be identified in University systems as a name and/or gender that is different from the name and/or gender shown on their legal identification such as birth certificate or passport.

Some of the reasons a students may wish to change their name and/or gender details may include gender affirmation, for safety reasons relating to family violence, or to align with a student's identity.

### Process

1. Fill out the form on page 2. Student Equity & Inclusion can assist if needed.
2. Sign the form and send to [equity@federation.edu.au](mailto:equity@federation.edu.au)
3. Student Equity and inclusion will contact you to discuss the process, timelines and any other supports you may require. You will be able to safely and privately confirm the need or reason for name and/or gender details change. The reason/s will NOT be noted on the form or shared further without your consent.
4. Student Equity and Inclusion will manage the process of changes on University systems and liaise with you on progress.

### System limitations

#### **Systems that cannot be updated to the changed name due to legislative requirements:**

- Student record (Academic Transcript and Enrolment Confirmation)
- InPlace – the placement platform for workplace experience (employers require legal name)
- Finance system (invoices need to be in the legal name of the party)

As name/gender changes cannot be made in some systems, there may be circumstances where the legal identity of the student will be apparent. While the University will take steps to avoid the disclosure of the student legal identity, it cannot be guaranteed. Student Equity and Inclusion will discuss these limitations with you.

Where safety reasons are identified as the reason for name change, Student Equity & Inclusion may offer information about additional supports offered by the University or externally.

### Feedback

Feedback on this form, process and implementation is welcome at any stage to [equity@federation.edu.au](mailto:equity@federation.edu.au) or phone 03 5327 6461.

## Request form: Name and/or gender details to be changed on selected systems

<b>Student ID number</b>	
<b>Legal first name</b>	
<b>Legal middle name</b>	
<b>Legal surname</b>	
<b>Your current first name</b> (update systems to this name)	
<b>Your current middle name</b>	
<b>Your current surname</b>	
<b>Gender</b> (our systems are limited to F/M/X codes)	<input type="checkbox"/> Gender Diverse / Non-Binary / Self-described <input type="checkbox"/> Woman <input type="checkbox"/> Man
<b>Preferred honorific title</b>	<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Mx. <input type="checkbox"/> Mrs. <input type="checkbox"/> (leave blank, no prefix) <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.
<b>Pronouns</b> (Pronouns are not recorded on FedUni IT systems, for communication use only during this process)	<input type="checkbox"/> They/Them <input type="checkbox"/> She/her <input type="checkbox"/> He/Him <input type="checkbox"/> Self-described _____
<b>Systems to apply change to</b>	<input type="checkbox"/> Student Card <input type="checkbox"/> Email Address <input type="checkbox"/> Moodle Display Name <input type="checkbox"/> Teams <input type="checkbox"/> FDL Grades (for academic staff - class lists etc)

I confirm that I would like the above changes to be applied to my student records. If I have nominated a change to student card, I understand and agree that I will not use my FedUni card as a form of identification external to the University.

Current name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I confirm that a legitimate reason for change of name without legal documentation has been provided.

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_