



Factsheet on change of first name(s) and form of address for trans persons

1 Situation at the outset

Transidentity refers to the state of a person who does not identify, or only partially, with the gender assigned at birth based on physical characteristics. Trans students and BFH employees can request a change of first name and form of address in BFH's central administrative systems, or can request a subsequent adjustment of their diploma documents and certificates of employment.

2 Application

In order for BFH to make the changes or issue new documents, the person concerned must submit a written application. All current and former students and employees are eligible, as well as aspiring students.

3 Effects of the adjustments

3.1 Applicants for studies and current students:

In the future BFH will issue data and documents relevant to studies based on the form of address and first name/s desired. This applies in particular to:

- BFH card & BFH Account
- General correspondence
- Participant lists
- Enrolment confirmation
- Semester reports
- Confirmation of disenrollment
- Reports to cantonal and federal offices

Decrees as well as diploma documents (diploma, diploma certificate & diploma supplement) must be in accordance with the details of the official entry in the Civil Registry and can therefore only be issued in the desired name after official amendment.

3.2 Employees:

The following documents will be issued in future according to the form of address and first name requested:

- BFH card & BFH Account
- People finder
- Reference / Proof of employment

Cannot be adjusted due to overlap with other offices:

- Contracts and decrees of all kinds
- Payrolls & Wage Statements
- Documents Pension fund & OASI
- Accident insurance and daily allowance insurance



3.3 Former students & employees

Upon application, diploma documents (subject to a fee) or employer reference documents and proofs of employment can be reissued after an official adjustment has been made in the Civil Registry.

Due to the individualised nature of work-related assessments, a new employer reference document can only be issued if the superior who signed the original document is still employed at BFH.

The new diploma shows the original date and no marking, provided the authorised signatories are still employed at BFH in the same function. If this is no longer the case or if the original documents cannot be returned, a duplicate will be issued with the current date and signature of the persons currently in charge.

4 Application submission and confirmation

Applications shall be submitted to the following offices:

- **Applicants for studies:** Upload the application directly in the online registration form or send it to the Central Student Administration (studadmin@bfh.ch)
- **Students:** Central Student Administration (studadmin@bfh.ch)
- **Continuing education students:** Vice-President's Office Teaching, Specialist Service for Continuing Education, ([Martin](#) Schopfer (martin.schopfer@bfh.ch))
- **Employees (without student or continuing education status):** Human Resources (hr@bfh.ch)

The offices check the application with regard to the identity of the applicant and completeness. They initiate the necessary adjustment steps and issue a confirmation when this process is completed.

Both application and confirmation are registered in the student or personnel file. In addition, the responsible persons at the Vice-President's Office Teaching and at the HR keep a confidential list for enquiries by authorities.

Vice-President's Office Teaching, 10.09.2021
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