

# Name and gender change procedure for trans\* people at Elisava.

# Procedure for changing the name and gender of trans\* people at Elisava.

We understand the concept “trans” as an umbrella that includes all gender expressions and dissident gender identities (transsexual, transgender, intersex, non-binary or gender fluid people, etc.).

## Article 1. Objective

This procedure aims to guarantee the right of trans\* people to be referred to within the University by the name they feel they have. It implies the use of a “name in common use” that replaces the legal name in all matters that do not have legal implications for Elisava and that only have effects in internal procedures.

## Article 2. Scope of application

This procedure is applicable to the following groups of members of the Elisava university community: students, the Alumni community, contracted teaching staff, collaborating teaching staff and administrative and services staff (PAS).

## Article 3. Deadline

The deadline for the change of name and/or gender in the catalogue of modifiable records shall not exceed three weeks -excluding Elisava's holiday periods- from the moment the interested party's application has been accepted.

## Article 4. Processing

In order to carry out the modifications of the name in common use and/or gender, the interested party shall send the request to [igualtat@elisava.net](mailto:igualtat@elisava.net).

1. The interested party must fill in the application form that can be downloaded from Elisava's website: Student's life / Community / Elisava Equality.

Depending on the registration status of the person concerned, the following points may apply:

- + Person not registered at the School: The person concerned will have to attach with the pre-enrolment, enrolment or contract signing documentation, the request for a change of name and/or gender in the event that it does not already appear on their identity document.
- + Person already registered at the School: The person concerned shall submit the request for a change of name and/or gender to the Equality Commission.

2. The Equality Commission will forward the request for a change of name and/or gender to the UGA and to the IT services. Depending on the registration status of the person concerned, the procedure shall be as set out in the following points

- + Not registered at the School: The name in common use that will be introduced from the first moment at the School will be the name that the applicant has indicated in the application. The name that will appear on the applicant's Elisava card will be the name that he/she has requested.
- + Already registered at the School: The change will be made in the computer services so that the name in common use of the person concerned will be the one indicated in the application. The name will also be changed on the person's Elisava card.

3. The services mentioned above shall inform the Equality Committee when the name change procedure has been completed.

4. Once the changes have been made, the Equality Commission shall inform the applicant.

## Article 5. Catalogue of registers with use of the name in common use

The registers where the modification of the change of name in common use will be made are all those for internal use by the University. By way of example, but without limitation, the following shall be included:

- + The e-mail address, as well as the linked university platforms.
- + Intranet user name.
- + Name printed on the ID card.
- + Name on class lists or training courses.

## Article 6. Issue of official documentation

The official documentation (certificates, diplomas, etc.) issued by the University, relating to those who have made the change of name for common use provided for in this procedure, shall contain the details that appear on their national identity card or equivalent document, in accordance with the legislation in force.

## Article 7. Change of legal name or gender

In the event that a member of the university community changes their legal name or gender, they must notify this to [igualtat@elisava.net](mailto:igualtat@elisava.net) and Elisava will proceed to make the change in all those legal documents that, due to impossibility, could not have been changed, such as official documentation and the updating of personal data in their records.