

Entry into force: Autumn Semester 2019  
Version: 11.12.2019  
Further information: Head, Academic Services

## Directive

### Transgender persons: Changes of first name(s), gender and salutation (Mr/Ms)

*The Rector,*

pursuant to Art. 9, Para. 1 and 2 of the ETH Zurich Organisational Ordinance of 16 December 2003<sup>1</sup>,

*decrees the following:*

#### 1. Basis

This directive is based on the following circumstance: A person who is entered in the civil registry and therefore on official documents (passport, ID card) as male or female does not identify with the respective assigned gender identity and wishes to change their first name(s), gender and salutation (Mr/Ms) in the central ETH Zurich administration system.

This directive simplifies the procedure for changing first name(s), gender and salutation by officially forgoing a confirmation from a medical or psychological professional stating that the respective person is in the so-called transition phase. These provisions are based upon the right to self-determination of the person involved.

These stipulations do not address changes to the binary nature of gender assignment (male/female); in line with federal provisions, a third gender category («indeterminate» or other) is not taken into account at ETH Zurich.

#### 2. Request

For ETH Zurich to change a person's first name(s), gender and salutation in its central administration system, the person involved must fill out a request form<sup>2</sup>; no further documents are required. The following details must be entered in the request form:

- First name(s) and last name as in the official identification document (ID card or passport) and address
- Matriculation number (if already available)

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<sup>1</sup> RSETHZ 201.021

<sup>2</sup> <https://ethz.ch/content/dam/ethz/associates/students/studium/admin-student/allgemein/files-en/antragsformular-transpersonen-en.pdf>

- New salutation
- New first name(s)
- If the person wants a new ETH Card with a new photo: a passport photo in electronic form
- A declaration of whether the person is employed by ETH Zurich
- The signature of the person named in the request

The signature on the request form will be compared with the signature on the official identification document, a copy of which is available to ETH in the application or studies dossier of the person in question. This procedure will verify that the request actually comes from that person and prevent any abuse.

The completed request should be sent to one of the following offices:

- |  |                                 |
|--|---------------------------------|
| – Students of Bachelor's and Master's degree programmes and students in teacher training | Registrar's Office              |
| – Doctoral students  | Doctoral Administration Office  |
| – Students in university continuing education programmes                                 | School for Continuing Education |

### **3. Decision**

As soon as the request has been processed the person involved will receive a written decision. If the request is granted, all of the affected person's documents (ETH Card, transcript of records, certificates, academic records etc.) will be altered to take the new personal details into account. The same applies to correspondence (with the affected person and with Old-Age and Survivors' Insurance (AHV) authorities or the Federal Statistical Office). If the affected person is both matriculated as a student or doctoral student and employed by ETH Zurich, the decision also applies to the employment relationship.

### **4. Retraction**

If after the request is granted the person wishes to return to using the former official first name(s) and gender, they must submit a new request.

### **5. Changes to previously-issued documents**

In principle there is no automatic entitlement to the exchange of documents which were issued at an earlier date in another name or gender.

However, the exchange of documents is possible if

- the affected person submits a request for exchange of degree documents;
- ETH Zurich is in a position to re-issue the degree documents (key point: signatures); and

- the affected person returns the originally issued degree documents in advance.

In all other cases – particularly if ETH Zurich is no longer in a position to re-issue degree documents – a corrected version will be created on request.

## **6. Entry into force**

This directive came into force at the beginning of Autumn Semester 2019.

It replaces the directive of 1 October 2013.

Zurich, 11 December 2019

The Rector

Prof. Dr. Sarah M. Springman