

Please submit to the Office for Applications, Admissions and Enrolment and show your identity card and dgti supplementary card

## Application for change of name (different to your official name) and/or gender indication

Enrolment number

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Official name (surname, first name)

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Date of birth, place of birth

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Identity card number/passport number (official identity document)

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Current official gender entry

- female                       male  
 divers                         no entry in civil register

**New chosen first name**

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**Any further changes of gender-related (surname) components**

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**New indicated gender**

- female                       male  
 divers                         no entry in civil register

## Applicant's declaration

I hereby declare that

- My self-selected name is to be listed on all HWR Berlin documents (inc. degree transcripts and certificates), on my Campuscard and on all HWR Berlin digital systems and platforms. I declare that I recognize the information in this regard as being correct.
- I am aware that all documents generated by the HWR Berlin student administration system will be issued with the name I have chosen. I confirm that I recognize these documents as being correct.
- I renounce any future revision of the documents. This does not apply if a change is required by law.
- I am aware that during identity checks - especially involving any legal requirement to identification (e.g. police identification) - I will be required to present a legal identification document (e.g. identity card, passport) stating my official name.
- I acknowledge the requirement to submit my digital supplementary identity card in the course of any identity check required in conjunction with the use of my VBB Student Ticket.
- **In signing this declaration, I release the HWR Berlin from all claims that may arise through the use of my self-selected name and the corresponding documents.**
- **I am aware that the HWR Berlin accepts no liability for any possible legal disadvantage resulting from the issue of graduation documents, and I hereby release the HWR Berlin from any liability in this regard.**
- I am aware that this application (including this declaration) will be included in my student file and that the corresponding information will be processed in the HWR Berlin student administration program. This application will be deleted in conjunction with the disposal of my student data.
- I am aware that only one version of my graduation documents is permitted to be in circulation (bearing either my official name or my chosen name) and that I am obliged to return any documents that have already been issued to me.
- I am aware that such a decision can only be reversed (e.g. the expiration of difficulties when applying for a scholarship, a place at university, a visa, etc.) after I have returned the documents issued in my chosen name to the Examination Office in order to enable the issue of fresh documents bearing my official name.

**I certify that the information I have provided is complete, correct and binding.**

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Place, date

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Signature (minors require the consent of their legal guardian)