

Guide for students

Using your chosen name

Federation University aims to be a safe and inclusive place. We support students to present as their authentic self, to feel safe and to be included.

We recognise that your chosen name may be different to your legal documents for a range of reasons including gender identity, safety, and cultural reasons.

Many university systems can display your chosen name. This process can update your student card, email address, Moodle display name, Teams display name, and FdL.

Note: If you are undertaking a legal name change (ie you have updated your legal identification documents), or to update your gender without name override, instead use the form [Amend your Personal Details](#) and submit to Student HQ as directed on the form.

Process

Complete the form on page 2. When you submit the form it will go directly to the Student Equity and Inclusion team.

Student Equity and Inclusion will manage the process and liaise with you on expected timelines, progress and assist with any other supports you may require for your circumstances.

If you have any questions, contact us at equity@federation.edu.au

System limitations

This process will update selected systems with your chosen name, however your legal name will continue to be recorded and there will be instances where your legal name will be apparent. You can discuss the nature of these limitations with Student Equity and Inclusion in advance.

Due to legislative requirements, your legal name will be displayed in:

- Student record, including academic transcript and enrolment confirmation;
- InPlace (the placement platform for workplace placements) as host employers require legal name;
- Finance system, as invoices are required to be issued in legal name.

Feedback

Feedback on this form, process and implementation is welcome at any stage to equity@federation.edu.au

See next page for the request form

For students: Name override request

Student ID	
Phone number	
Current student email	
Legal name	
These are the names on your legal identification, such as birth certificate or passport.	
First name/s	
Middle name/s	
Last name/s	
Your chosen name	
The details below will apply to your student card, email address, Moodle display name, Teams display name, and FdL. As described in the guide on page 1, some Federation University systems are unable to be updated.	
First name/s	
Middle name/s	
Last name/s	
Gender	<input type="checkbox"/> Gender Diverse / Non-Binary / Self-described <input type="checkbox"/> Woman <input type="checkbox"/> Man
Honorific title	<input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Mx. <input type="checkbox"/> Mrs. <input type="checkbox"/> Prof <input type="checkbox"/> Dr. <input type="checkbox"/> Leave blank, no title <input type="checkbox"/> Self-described _____
Pronouns (optional)	<input type="checkbox"/> They/Them <input type="checkbox"/> She/her <input type="checkbox"/> He/him <input type="checkbox"/> She/they <input type="checkbox"/> He/they <input type="checkbox"/> Self-described _____ Prefer not to say
Not recorded on FedUni IT systems, for communications only during this process	

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

Chosen name _____

Signature _____

Date _____

Once complete, send to equity@federation.edu.au

Endorsed by Student Equity and Inclusion

Name _____

Signature _____

Date _____