

# 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 the name you identify with may be different to your legal documents for a range of reasons including gender identity, safety, and cultural reasons.

Many university systems can display the name you identify with. When making these changes, our staff often refer to this process as a **name override request**. This process can update your student card, email address, Moodle display name, Teams display name, and FdL.

There is no cost to replace your student ID when using this process.

Note: If you are undertaking a legal name change (i.e. 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 and send to [equity@federation.edu.au](mailto:equity@federation.edu.au) This will be received directly by 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 about the process or require assistance at any stage, contact us at [equity@federation.edu.au](mailto:equity@federation.edu.au)

## System limitations

This process will update selected systems to display the name you identify with; however, legal name will continue to be recorded and there will be instances where the legal name will be apparent.

While Federation University will take steps to avoid disclosure of student legal identity, this cannot be guaranteed. 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 platform for work placements) as host employers require legal name.
- Finance system, as invoices are required to be issued in legal name.

## Feedback

Feedback on this form, the process and implementation is welcome at any stage to [equity@federation.edu.au](mailto:equity@federation.edu.au)

**See next page for request form**

## For students: Chosen name

Student ID	
Phone number	
Current student email	

### Legal name

These are the name 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 in page 1, some Federation University systems are unable to be updated.

First name/s					
Middle name/s					
Last name/s					
Gender	<input type="checkbox"/> Woman or female <input type="checkbox"/> Man or male <input type="checkbox"/> Non-binary <input type="checkbox"/> Different term <input type="checkbox"/> Prefer not to answer				
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				
<b>Pronouns (optional)</b> Not recorded on Fed systems, for communications only during this process	<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 _____				

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	
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Signature

Date

Once complete, please send to [equity@federation.edu.au](mailto:equity@federation.edu.au)

Endorsed for action by Student Equity and Inclusion

Name & position title	
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Signature

Date