

Information for students and graduates

## **CHANGE OF (FIRST) NAME AND PERSONAL STATUS FOR TRANSGENDER, INTERSEX, AND NON-BINARY PERSONS AT THE ACADEMY OF FINE ARTS VIENNA**

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The official change of name and/or personal status undertaken by transgender, intersex, and non-binary persons will necessitate an update of master data or the reissue of graduation documents. The Academy is eager to proceed with the necessary steps as smoothly as possible and will treat all changes confidentially.

The Academy of Fine Arts Vienna cares for the well-being of transgender, intersexual, and non-binary persons on its premises and tries everything to carry out all administrative measures with due respect and sensitivity.

For changing your master data or having your graduation documents or other certificates or confirmations reissued, please contact the

### **REGISTRAR'S OFFICE**

**Stine Bladt Rasmussen, MA**

**Augasse 2–6, D1.17.22**

**1090 Vienna**

**Telephone: +43 (1) 58816-1906**

**[s.rasmussen@akbild.ac.at](mailto:s.rasmussen@akbild.ac.at)**

**Office hours**

**Mon–Fri 9:00 am–12:00 pm**

For a more discreet handling you can also arrange a personal appointment outside regular office hours (per e-mail or telephone).

### **CHANGE OF MASTER DATA**

Please bring evidence confirming your change of name and/or personal status (e.g. official notification of your change of name, etc.) and your current student card or valid photo identification. You will need a passport photograph for your new student card, which you will receive together with the current semester sticker. Valid student documents (student record sheet, transcript of records, confirmation of enrolment) can be printed out individually as soon as the master data have been changed.

The data in Moodle and the automatically generated e-mail alias (first name.last name@akbild.ac.at) are not automatically linked to the master data in CampusOnline. It can therefore take several days until all changes have been made. The ZID staff members will try their best to carry out the changes in a minimum of time and will notify you via e-mail.

If you are studying at or have graduated from the Academy of Fine Arts Vienna as a co-registered student and have already had your master data changed at your home university, it will be sufficient to present your newly issued student card and your current student record sheet at the Registrar's Office for having your master data changed.

### **CERTIFICATES AND CONFIRMATIONS**

The Academy will reissue graduation documents and further confirmations (distinctions, etc.) to the new name and new form of address upon request. Please contact the Registrar's Office and present the original documents, official confirmation of your change of name and personal status, and valid photo identification. The duplicate will look exactly like the original document and state no reason why the

document has been reissued. The new documents can be collected at the Registrar's Office after a period of several days.

#### **LIBRARY STICKER**

Once you have received your new student card, the library will have to renew your library ticket separately and update the name of your library account.

For this purpose, please present your new student card at the library.

Instead of giving the library staff your former name, you can also use your eight-digit student ID number, which will help them to identify your library account, update your name, and issue a new library sticker.

#### **University Library**

Augasse 2–6

1090 Vienna

Opening hours

Mon–Thurs 9:30 am–6 pm

Fri 9:30 am–5 pm

#### **ASSISTANCE AND COUNSELING**

If requested, a member of the Equal Opportunities Working Party [Arbeitskreis für Gleichbehandlungsfragen] and/or the Department for Queer\_Feminist Policies [Referat für queer\_feministische Politik] of the ÖH Austrian National Union of Students will be happy to accompany you to your appointment at the Registrar's Office. These contact points also offer free counseling, for example in how to deal with fellow students and teaching staff.

#### **ARBEITSKREIS FÜR GLEICHBEHANDLUNGSFRAGEN AT THE ACADEMY OF FINE ARTS VIENNA**

Eleonora Ciani

Augasse 2–6, D1.9.11

1090 Vienna

Telephone: +43 (1) 58816-3400

[e.ciani@akbild.ac.at](mailto:e.ciani@akbild.ac.at)

[Af\\_gleichbehandlung@akbild.ac.at](mailto:Af_gleichbehandlung@akbild.ac.at)

Office hours

Mon–Fri 10 am–1 pm

#### **REFERAT FÜR QUEER\_FEMINISTISCHE POLITIK**

**AUSTRIAN NATIONAL UNION OF STUDENTS AT THE ACADEMY OF FINE ARTS VIENNA**

Augasse 2–6, D1.9.3 + C4.26.9

1090 Vienna

[ohqueerfem@akbild.ac.at](mailto:ohqueerfem@akbild.ac.at)

Please arrange an appointment for counseling via e-mail.