



UNIVERSITY OF LEEDS

Staff notification of change of gender, name, title

This form is for staff who intend to change their name, gender and/or title and want to inform the University so that their records can be updated.

The HR Information Officer is the identified contact to update staff records and the information shared on this form will be used to ensure staff can go about their day to day life at the University in their self-identified or legally recognised gender with ease.

The University commitment to trans equality

The University celebrates and values the diversity of its staff and students and believes that the employment and inclusion of trans people at all levels of responsibility and trans students within our community will enrich our University environment. The University will treat all trans employees and students with respect and strive to provide a positive working and learning environment free from discrimination, harassment or victimisation, to enable them to achieve the best outcomes. See the [Trans Equality Policy](#) and [Guidance to Support Trans Staff and Students](#) for more details.

Current staff record	
First name:	
Middle name (if applicable):	
Surname:	
Title:	
Date of Birth:	
University of Leeds email address:	
Employee number:	

By signing this form I confirm that:

- I understand, and give consent, that the information I share with you will only be passed on to University staff for the purpose of updating my information on University systems. These University staff have a duty to keep my information private and confidential.
- I understand and give consent to sharing this information where the University has a legal obligation to do so.
- For University of Leeds purposes my personal details are not reflective of my preferred names, gender and title and I would like my records to be changed in accordance with the information provided below.

- I understand that all records going forward will show my requested new personal details below and previous records will be changed as far as is practicable. I further understand that updating such records will be done within a reasonable timeframe.
- I confirm that I have been provided with guidance around these changes and request my details be amended as follows:

Record Amendments Requested	
Date of request:	
Title (please select):	
First name	
Middle name (if applicable):	
Surname (if applicable):	
Gender:	FEMALE MALE
Request change to University of Leeds email address*:	YES NO

Signed:	
Print Name:	
Dated:	

For Office Use only:

HR Information Officer signature:	
Print Name:	
Dated:	

* It is not possible to change a University of Leeds user ID. It is only possible to request a change to email address for University of Leeds email addresses which do not include user ID in the email address.