

99061011261001, 99061011261001

Notification of a change of address, nationality, name or gender at your university

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/379234928/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99061011261001, 99061011261001
Leistungsbezeichnung I	Notification of a change of address, nationality, name or gender at your university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung

Modul	Sachverhalt
	und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	28.03.2022
Fachlich freigegeben durch	
Handlungsgrundlage	https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHEpP6 https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHEpP6
Teaser	If your address, citizenship, name or gender has changed, you must inform the university so that certificates and graduation documents can be issued and delivered correctly. To do so, submit an application.
Volltext	After a move, change of citizenship, name change or gender reassignment, this personal data must be changed in the university administration system. To do this, submit a corresponding application to your university. Students can change their address in the university's self-service portal. A name change must be communicated to the university in good time before the end of the study period. In the case of gender reassignment, notification of the issuance of new documents may also be made after completion of studies. Reissues of documents in this context may need to be requested separately.
Erforderliche Unterlagen	• Completed application • Proof of name change or gender reassignment by means of the corresponding official document, for example copy of marriage certificate, declaration of name change

Modul	Sachverhalt
	• Copy of passport or naturalisation documents • Indication of the new address • Where applicable, translation of the official certificate
Voraussetzungen	• Change of address • Change of citizenship • Name • Gender reassignment
Kosten	There are no costs.
Verfahrensablauf	According to the requirements of your university, you submit the application for a change of address, citizenship, name or gender. The data will be changed in the university administration systems after checking the necessary documents. Future documents will be exported or provided on the basis of the new personal data.
Bearbeitungsdauer	Changes can take up to a week. There is no legal processing period.
Frist	The change of name must be communicated to the university in good time before the end of the study period and before the issuance of graduation documents. In the case of gender reassignment, the notification can also be made after completion of studies. New documents can then be created retroactively. Notification of the change of address should be given in a timely manner so that postal items can continue to be delivered. The notification of the change of citizenship during the study should be made promptly.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• • Change of address • Change of nationality

Modul	Sachverhalt
	• Change of name • Change of gender • State Hessian universities
Ansprechpunkt	
Zuständige Stelle	
Formulare	Forms/online services available: Yes Written form required: Yes Informal application possible: Yes Personal appearance required: No
Ursprungsportal	Mitteilung über die Änderung der Adresse, der Staatsangehörigkeit, des Namens oder des Geschlechts bei Ihrer Hochschule, Notification of a change of address, nationality, name or gender at your university