

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/517905945/L100040>

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	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	

Modul	Sachverhalt
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	28.03.2022
Fachlich freigegeben durch	Ministry of Science and Culture of Lower Saxony
Handlungsgrundlage	Regulations can be found in the enrollment regulations of the universities.
Teaser	If your address, citizenship, name or gender has changed, you must inform the university so that certificates and degree documents can be issued and delivered correctly. To do this, please submit an application.
Volltext	After a move, change of citizenship, change of name or gender reassignment, this personal data must be changed in the university administration system. To do this, you must submit a corresponding application to your university. Students can change their address in accordance with the university's rules. If you change your name, you must inform the university immediately. In the case of gender reassignment, the notification for the issue of new documents can also be made after the end of your studies. New documents issued in this context may have to be requested separately.
Erforderliche Unterlagen	• Completed application • Proof of name change or gender reassignment by means of the corresponding official document, e.g. copy of marriage certificate, declaration of name change • Copy of passport or naturalization documents • Details of the new address • Translation of the official proof, if applicable
Voraussetzungen	• Change of address • Change of citizenship

Modul	Sachverhalt
	• Change of name • Gender reassignment
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	You apply to change your address, citizenship, name or gender in accordance with the requirements of your university. The data will be changed in the university administration systems after the necessary documents have been checked. Future documents will be issued or provided on the basis of the new personal data.
Bearbeitungsdauer	Changes can take up to one week. There is no statutory processing deadline.
Frist	The name change must be communicated immediately. In the case of gender reassignment, the notification can also be made after the end of your studies. Updated documents can then be issued retroactively. Notification of a change of address must be made immediately. Notification of a change of citizenship during the course of studies should be made promptly.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• Notification of a change of address, nationality, name or gender at your university • Change of address • Change of nationality • Change of name • Change of gender • State universities in Lower Saxony
Ansprechpunkt	
Zuständige Stelle	

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