

# Updating your details at La Trobe

A detailed guide for trans students who are seeking to seeking to update their identity and gender details with La Trobe

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# About this guide

This guide is for trans students who are seeking to update their details with La Trobe for the purposes of gender affirmation.

*Gender affirmation* is also sometimes called *gender transition*.

## Note on language

This guide uses *trans* as an umbrella term for all people whose gender is different from their presumed gender at birth.

This includes people who are transgender, non-binary, genderfluid, or agender; as well as all identities and experiences of not being cis gender.

## At La Trobe, you **do not** need to update your details to:

- Refer to yourself by a nickname or a different name than the one supplied on your ID.
- Request that others use a specific name or pronouns for you.
- Wear clothing that others may not associate with your presumed gender at birth (provided it meets other clothing requirements, such as appropriate footwear in labs).
- Freely use any La Trobe toilet, sport, or changing facilities when normally available to students.

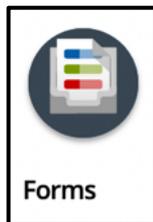
# What details can I update?

You can update your title, preferred name, legal name, or recorded gender through the **Amendment to personal details form** found on **Student Online**.

> StudentOnline > Forms > Amendment to personal details

## Accessing the Amendment to personal details form

1. Log into **Student Online**: <https://www.latrobe.edu.au/students/admin/studentonline>
2. Click on **Forms**.



3. Select the form **Amendment to personal details**.



A detailed process for updating different details is found below. Some updates may require documentation or impact government payments. It is important to read the relevant section carefully before proceeding.

## Title

A *title* is a word before your name that indicates your profession, gender and/or marital status.

### To update your title:

1. Use the **Amendment to Personal Details Form**.
2. Select the option **Request a change to all or parts of your name**.
  1. Use the dropdown menu to select a new title. Leave other boxes blank unless you are also updating those details.
3. Select the reason **Preferred name change**.

You do not need to upload any documentation to update your title to Ms, Mrs, Miss, Mr, or Mx.

You do need to upload certified relevant qualifications to update your title to Associate Professor, Professor, or Doctor.

Updating your title with La Trobe will not impact Centrelink payments or cause data matching errors with other government agencies.

## Preferred name

A *preferred name* is the name that you use, or want to use, whilst at La Trobe.

At La Trobe, your preferred name is used and displayed (instead of your legal name) in the following ways:

- Most daily communications from La Trobe university (e.g. Ask Services, Health & Wellbeing Services, Academics).
- Office 365 programs (e.g. email, Teams).
- Learning Management System (LMS).

The university is required to use your legal name on your academic transcript and testamur, as well as some official correspondence, such as your statement of account.

La Trobe is working towards updating more systems to include preferred names where possible.

### To update your preferred name:

1. Select the option **Request a change to all or parts of your name**.
2. Fill in the **Preferred name** box only. Leave other boxes blank unless you are also updating those details.
3. Select the *Reason for Amendment* as **Preferred name change**.

You do not need to upload documentation to update your preferred name.

Updating your preferred name with La Trobe will not impact Centrelink payments or cause data matching errors with other government agencies.

## Student card

By default, your student card displays your legal name. Once you have updated your preferred name in Student Online, you must complete an additional form to have your preferred name displayed on your student ID card.

### To update your student card

Once your preferred name is correct in Student Online, you can choose to update your Student ID Card to also display that preferred name.

Please note that if your preferred name is displayed on your student ID card and you are using it for identification purposes (such as exams or other official university transactions), you will need to also present other formal identification, such as a driver's licence or passport, to verify your identity.

1. Go to this page: <https://latrobe-current.custhelp.com/app/ask/>
2. Under Enquiry type, select **New Students and Student Details**.
3. Select **ID cards and student details** and click **OK**.
4. Fill in the rest of your details.
5. In the **Question** box, write a brief note explaining that you want to use your preferred name on your student card for gender affirmation purposes.
6. If your photo also needs updating, note this in the same box and attach one (1) current photo that is:
  - a. JPEG format,
  - b. Less than 3MB,
  - c. And conforms to the Australian passport photo requirements.  
<https://www.passports.gov.au/getting-passport-how-it-works/photo-requirements>

## Australian legal name

In Australia, a *legal name* is the name that the Australian government legally recognises you by. Your legal name includes your *family names*, *given names*, and *middle names* (where applicable).

Depending on your circumstances, your current legal name is the one listed on your birth certificate, marriage certificate, change of name certificate, and/or your passport.

Legally changing or recognising your name in Australia is a multi-step process that takes time. The exact process depends on what Australian state or territory you were born in and/or live in now.

This guide by Justice Connect contains information about legally changing your name in Victoria, with links to guides for other states and territories: <https://justiceconnect.org.au/resources/how-to-legally-change-your-name-vic/>

Universities are required to record and store the Australian legal names of students. This name must match the name you have recorded with the following government agencies, where applicable:

- Unique Student Identifier (USI)
- Australian Taxation Office (ATO)
- Centrelink
- myGov Profile

## To update your legal name

Once you have completed all the steps above, you can update your legal name with La Trobe using the **Amendment to Personal Details Form**.

1. Use the **Amendment to Personal Details Form**
2. Select the option **Request a change to all or parts of your name**.
3. Fill in your name exactly as it appears in your documentation. **Do not** fill in any details that are not changing, e.g., if your Family Name and Title remain the same, leave those boxes blank.
4. Select the *Reason for Amendment* as **Legal name change by deed poll**.
5. Upload a screenshot of your updated Unique Student Number (USI), or a copy of your USI exemption.
6. Upload a screenshot of your updated *Personal Details* section of myGov.
7. Sign the declaration. Updating your legal name incorrectly may impact data matching with government agencies and/or disrupt Centrelink payments. You must ensure that your name has successfully been updated with the agencies listed above prior to updating it with La Trobe.

## Recorded gender/sex

This is how your sex and/or gender is officially recorded. It is also called a sex or gender marker.

The Australian Government guidelines on the recognition of sex and gender state, “although sex and gender are conceptually distinct, these terms are commonly used interchangeably, including in legislation”. This is also true at La Trobe University.

Your gender/sex marker is not visible to the public, other students, or shown on your Student ID. Your gender/sex marker is visible to La Trobe staff.

You can change the gender/sex marker that La Trobe and other government agencies use for you without changing the gender/sex marker on your birth certificate.

You will need to obtain documentation required by Australian Government Guidelines to change your sex/gender marker with La Trobe. You only need to provide **one** of the following:

- A statement from a registered medical practitioner or a registered psychologist.  
Please note: This does not require *any* physical or psychological assessments to verify your gender. A template is available here - <https://www.transhub.org.au/medicare#downloads>
- A certified copy of a valid Australian Government travel document, such as a passport, which specifies your identified gender.
- A certified copy of an amended state or territory birth certificate which specifies your identified gender, or a state or territory gender recognition certificate/recognised details certificate showing that the registrar of Births, Deaths and Marriages has accepted the change.

La Trobe only collects gender/sex data within the three (3) categories as required by Australian Government Guidelines.

- F or Female
- M or Male
- X or Indeterminate/Intersex/Unspecified

La Trobe recognises that these categories do not fully represent the full spectrum of gender and sex. In this system, non-binary genders are recorded as X. Ensure your documentation specifies the correct category if X is incorrect.

You are always welcome and encouraged to communicate to La Trobe staff about your correct term (e.g. non-binary) and expect that people use it.

**To update your recorded sex/gender:**

1. Obtain the required documentation (stated above).
2. Use the **Amendment to Personal Details Form**
3. Select the option **Request a change to your gender**.
4. Click on the drop-down box under *Change of Gender* and select the option that matches your required documentation. For the sake of clarity:
  - a. Select *Male* if your documentation shows *Male, M, M, Man, or Trans/Transgender Man*.
  - b. Select *Female* if your documentation shows *F, Female, Woman, or Trans/Transgender Woman*.
  - c. Select *Indeterminate/Intersex/Unspecified* if your documentation shows *Indeterminate, Intersex, X, Non-binary* or any other term not otherwise listed.
5. Upload one of the required documents under *Proof of change of gender*.
6. Sign the declaration.

Updating your gender/sex with La Trobe will not impact Centrelink payments or cause data matching errors with other government agencies.

**Pronouns**

Most La Trobe systems do not routinely record pronouns. Some services, e.g. the Counselling Service, may record pronouns in their system as part of their intake process. You can ask to change or remove your pronouns at any time. You do not need any documentation.

Some academics may also record pronouns. You can update these at any time by contacting them and requesting a change. You do not need any documentation.

You can change your pronouns on Zoom at any time:

[https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0066454](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0066454)

You are encouraged to communicate your correct pronouns to staff and students and expect that they are used.

**Contact details**

If you have changed your personal email address to match your updated legal or preferred name, ensure that you update this in **Student Online** through **My Details > Add Contacts**.

# Further support and information

## At La Trobe

See the full range of Student Help and Support Services here:

<https://www.latrobe.edu.au/students/support/wellbeing>

## Outside La Trobe

Transhub is a digital information and resource platform for trans people, their allies, their loved ones, and health providers. Aimed at NSW residents, but often relevant Australia-wide.

TransGender Victoria (TGV) has resources, peer programs, and support available for Victorian trans people - including financial support for legal name/gender changes.

QLife (also called Switchboard) is anonymous free LGBTIQ+ peer support and referral for people in Australia open 3pm – midnight every day, phone 1800 184 527 or Webchat.

Justice Connect can provide resources, advice and advocacy for a range of legal issues, including discrimination and legal documentation.

Rainbow Network and The Victorian Pride Centre Resource Directory have comprehensive databases that you can search for other queer services and support groups around Victoria.