

**REQUEST FOR MODIFICATION OF DATA IN UC3M FILE AND SWORN DECLARATION**

I, ( official name)…………………………………………………………………….., with ID no. ……………………………………..….., and University ID …………………………., with assigned birth gender ………………………. Currently a student in …………… year of the Bachelor’s/Master’s/Doctoral Program in ………………………………..…………………………………………………….., with email: …………………………………………………………………………………….……, for purposes of communication,

**HEREBY REQUESTS**

That my name be changed for reasons of gender identity, in accordance to what is set out in Resolution *of the Rector of Universidad Carlos III de Madrid, July 13, 2017, in which instructions are given on application of the Law 2/2016 on gender identity and expression and social equality and non-discrimination in the Madrid Autonomous Region, and I clearly express that my* **chosen name** is:

……………………………………………………………………………………, and my chosen gender is ……………………………

Said change will take effect in the databases and applications in which I appear at Universidad Carlos III de Madrid (class lists, official grades, internships, university ID’s, etc.) in accordance with the aforementioned Resolution.

**AND DECLARES**

* Having agreed to what is set out in Law 2/2016, March 29, on Gender Identity and Expression and Social Equality and non-Discrimination of the Madrid Autonomous Region, July 13, 2017, which instructs as to application of said law, so that I will be referred to in the University with the name indicated above.
* Being aware that in certain official documents that have effects outside the University, specifically, Official Certificates, the European Diploma and Diploma Supplement, as well as those to be included in the future, the name appearing in official University files will appear as of the moment the request is made.
* Being aware that in other processes, documents and files for data exchange, the name which I have requested will appear, and that it is my responsibility to communicate this situation to the corresponding University Services in cases where it may be legally necessary, such as for example, and not excluding, university stays in foreign universities or contributions to Social Security.
* If during my stay at the University the corresponding entities authorize inscription of my new identity in the Civil Registry, I will communicate it to the University so that my corresponding files can be updated accordingly.

Place and date: ……………………………………………………………..

Signature: ……………………………………………………………………………………………………………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Personal data facilitated to Universidad Carlos III de Madrid will be incorporated and processed under the file EQUALITY. The file is inscribed in the Registry of Personal Data Files in the Spanish Agency for Data Protection. Personal data can be provided according the provisions in the files themselves as well as for others set out in the Law. The responsible entity for the file is the Office of the Vice President for Students, Social Responsibility and Equality, and the address where the interested party may exercise rights of access, rectification, cancelation, or opposition for the foregoing is: C/ Madrid nº 126, 28903, Getafe; all of which is in compliance with article 5 of Organic Law 15/1999, December 13, on the Protection of Data of a Personal Nature. .**

OBSERVATIONS: (should wish to leave a written record regarding any another issue)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_