

99061011261000, 99061011261000

Report changes to personal data to the university

Heruntergeladen am 11.06.2025

<https://fimpportal.de/xzufi-services/109599700/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99061011261000, 99061011261000
Leistungsbezeichnung I	Report changes to personal data to the university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
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 und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	07.07.2022
Fachlich freigegeben durch	Ministry of Science, Research and Culture of the State of Brandenburg
Handlungsgrundlage	
Teaser	Please inform your university immediately of any changes to your personal data.
Volltext	The spelling of your first name has changed or your last name has changed due to a marriage? In order to be able to carry out a name change, you need a corresponding official document (e.g. a copy of the marriage certificate, name change certificate, etc.) showing the name change. Have you changed your first name(s) and/or gender entry? In this case, please submit an application form for changing the first name and/or gender entry as well as the dgti supplementary ID card (German Society for Trans identity and Intersexuality) in conjunction with a valid identity card/passport or a legally binding decision of the district court. Do you have several nationalities, have recently been naturalised or have you discarded one nationality? Please also inform us of this change immediately, as this data must be collected. For the registration, please provide a copy of a suitable proof (e.g. naturalization certificate). Hint: Please make sure to inform the university immediately of any changes to your contact details, otherwise you may not receive important information.
Erforderliche Unterlagen	• Update request or change notification • If applicable, evidence

Modul	Sachverhalt
	(e.g. copy of the marriage certificate, name change certificate, naturalization certificate, identity card/passport or legally binding decision of the district court)
Voraussetzungen	You have made the following changes: • First name and/or surname • Gender entry • Nationality • Contact details (e.g. address, telephone number, e-mail)
Kosten	none
Verfahrensablauf	Please inform us immediately of any changes to your personal data that affect your university. This is done either in writing with an update request or a change notification or informally. Corresponding forms can usually be found on the website of your university. If necessary, add evidence. The exact details can be obtained from the respective university.
Bearbeitungsdauer	
Frist	Please inform your university immediately of any changes to your personal data.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• Notification of change Acceptance • Update request or change notification necessary • any change in personal data (e.g. name, address, telephone number, e-mail)

Modul	Sachverhalt
	address, gender or nationality) • If applicable, evidence (e.g. copy of the marriage certificate, name change certificate, naturalization certificate, identity card/passport or legally binding decision of the district court) • Responsible: respective university
Ansprechpunkt	
Zuständige Stelle	the respective university
Formulare	Forms: Application form or notification of change Online procedure possible: partial Written form required: yes Personal appearance necessary: partial
Ursprungsportal	Report changes to personal data to the university, Änderungen von Personendaten an die Hochschule melden