

# Transgender?



## Let us know, and we can help you (in confidence).

We can help and guide you from application to the College to your final exams. Only those who need to know that you are transgender will be advised. You will be advised of those who need to know, and you can indicate if you are happy with this. The support that you may need will depend on where you are in the transition process and on your chosen course of study. Remember that we are here to help and support you.

## Why should you tell us?

We can help you with:

- The enrolment process (as identity checks are required);
- Course requirements (such as work placements);
- Access NI checks;
- Access to College services;
- Time out for appointments/surgery etc;
- Other learning support which you may need while in the College;
- Examinations and exam certificates.

## Confidential Disclosure process

- Apply for/enrol on a course using your legal identity. If you do not already have a passport, birth certificate, deed poll, statutory declaration or similar document in your new name, note your new name in the 'known as' field when you apply.
- Complete template [Letter A](#) and email it to [studentsupport@belfastmet.ac.uk](mailto:studentsupport@belfastmet.ac.uk) to let us know that you are transgender and would like to be known in the College by a different name/identity.
- You will be provided with the name of a member of staff who will contact you within five working days of receipt of the letter to arrange an informal chat. The purpose of the informal chat is to ensure that the correct details are recorded on the College database and to discuss any other support you may need during your time in the College.
- For full-time students, a personal tutor will be allocated who will meet with you and agree any further actions or support required. This will be your contact person whilst on this course.
- Part-time students should complete and send in the template letter in the student support section of our website. You will be provided with assurance that your details have been changed, where possible, and you can ask for additional support if you need it.
- If you are concerned about the level of support you are receiving, or if any of the changes you expected have not been made, you should email: [studentsupport@belfastmet.ac.uk](mailto:studentsupport@belfastmet.ac.uk).

For further information visit:

[www.belfastmet.ac.uk/life-at-the-met/students-support](http://www.belfastmet.ac.uk/life-at-the-met/students-support)

## Things to bear in mind

Examination certificates will automatically be produced in the name you give us at enrolment. If you change details during the academic year, we will inform the exam board, but the exam board may not make the change in time. Changes may also be difficult if the exam board has your details from a previous examination.

You will need to contact the awarding bodies to change exam certificates issued to you previously. Exam boards normally charge a fee for this service.

If you receive EMA, you must notify the appropriate authority of your change of identity (click on the NI Direct website).

If you already have a Unique Learner Number (ULN), it will also be affected. You must notify the appropriate authority about this change.

The College treats all of its students with respect and dignity, but you can raise any concerns with your personal tutor or any other member of your course team. We also have a [Student Code of Conduct](#) and would encourage you to raise any breaches of this Code with your personal tutor or any other member of your course team. The Code can be found under [Policies and Procedures](#) on our website.

