**Letter A template – transgender applicant/student notification**

The applicant/student should amend this template letter to tell the College about their intention to transition. The completed letter should be e-mailed to [studentsupport@belfastmet.ac.uk](mailto:studentsupport@belfastmet.ac.uk) or sent in hard copy (marked ‘Confidential’) to the Pastoral Care Manager – Room TQ 2:022, Belfast Metropolitan College, 7 Queens Road, Belfast, BT3 9DT.

Dear Student Support team

I have applied to study / I am already studying \* [\*please delete as appropriate] at Belfast Metropolitan College on the *[please insert the name and the level of the relevant course*] programme.

I am writing to let you know that I am transgender and would like to be known in the College from this point on as *[insert preferred name].*

Where possible, I would like all communication from the College to me to reflect my preferred name and my acquired gender.

I can provide one of the following documents as evidence of my change of name *[please tick as appropriate]:*

|  |  |
| --- | --- |
| Deed poll |  |
| Statutory Declaration |  |
| Birth Certificate |  |

I have / I do not have \* *[\*please delete as appropriate]* photographic identification in my preferred name.

I give my consent for the College to update its electronic and hard copy records to reflect my preferred name and acquired gender, in line with statutory requirements (as appropriate) and the College’s Transgender Equality Statement and transgender student notification procedure. I understand that, in order for the College to do this, certain members of staff will need to be notified.

I appreciate that you will nominate a member of staff to meet with me to discuss any support I might need while studying at the College. I will let the nominated staff know if I have any concerns at any stage, or if I need any further support.

I understand that, where possible, the College will try to arrange for any exam results I achieve at Belfast Met to reflect my preferred name and, if the examination board routinely states the gender of the student, my acquired gender.

However, I accept that the College has no control over the policies and practices of any examination board. If a board declines to issue an exam certificate in my preferred name and/or acquired gender, I will need to take up the matter myself with the relevant examination board.

I have noted my personal details in the table below and look forward to receiving details of the member of staff who will meet with me to complete a transgender student support plan.

Yours sincerely

|  |  |
| --- | --- |
| New name(s) |  |
| Previous name(s) |  |
| Student number |  |
| Date of Birth |  |
| Course/Proposed Course |  |
| Address |  |
| E-mail address |  |
| Phone number |  |
| Date |  |