TRANSITIONING AT CAROLINA
A Guide for Transgender and Nonbinary Students

This guide is designed to help transgender and nonbinary students at Carolina navigate services they may or may not want to utilize during or after social, medical and/or legal transition. Policies and services are presented to assist with identifying preferred name, changing one’s name in UNC records, changing ones gender marker in UNC records, or how to change legal name and/or gender marker on government issued documents.

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Legal Name
The name that is on a person’s government issued forms of identification (e.g., Driver’s license, Passport, Birth Certificate, ID card, One Card).

Legal names are considered a student’s primary name and used across the campus for many purposes such as One Card and transcripts. Legal name is used on campus directory and class rosters if a preferred name has not been identified. Legal name is also used externally for enrollment verification reporting (e.g., enrollment verification for employment, insurance, or loans).

Legal Gender
The gender marker (e.g., Male, Female, or X) that is on a person’s government issued forms of identification (e.g., Driver’s license, Passport, Birth Certificate, ID card, One Card).

Legal Transition
Changing the name or gender marker on legal documents such as government issued identification documents (e.g., driver’s license, birth certificate, passport).

Medical Transition
The process of using hormone therapy, electrolysis, surgical or other medical interventions to live in accordance with one’s gender identity and desired gender expression.

Official Academic Record
A student’s official academic record reflects the name and gender the student indicated on the application for admission to the University. No documentation is required at the time of that designation. For post-enrollment changes see Campus Resources: General Alumni Association (DAVIE Records).

Preferred Name
UNC Chapel Hill provides students the opportunity to identify what they call a “preferred name” in Connect Carolina. This can be done without any legal documentation. Preferred names are used across campus in conjunction with the primary name. For example, in Sakai and on class rosters. This does not change the name shown as your legal name in university records. For post-enrollment changes see Campus Resources: General Alumni Association (DAVIE Records).

Transition
A process by which one begins to live in accordance with their gender identity and desired gender expression. This process is individualized, incredibly variable and multifaceted. It involves one or more social, medical, and/or legal components.
Campus Resources
Contact the following offices for resources related to social, medical and legal transition.

OFFICE OF THE UNIVERSITY REGISTRAR

- The first stop for all changes on campus.
- Best contact: Christy Samford, Deputy Registrar
  - 919-962-0492
  - Christy.samford@unc.edu

Students who wish to change the name or gender designation in their official academic record must provide to the Office of the Registrar a state or federal identification (e.g., driver's license, passport, birth certificate) reflecting the name and gender marker to which they want their record changed. For situations where an application for a passport or other approved identification with the new information has been made submitted but is not yet complete, please contact the LGBTQ Center.

Changing Legal Name in Campus Record
A name change form is available online and documentation information.
https://registrar.unc.edu/files/2018/05/Name-SSN-Change-Form-approved.pdf

Option 1: Go in person to the registrar’s office on the 3rd floor of SASB North.

Documentation Needed:

- Court Order of name change
- New NC driver’s license
- Note: if you have been an employee of UNC in the previous year, they will need an updated social security card

Option 2: Email: records@unc.edu and provide the following information:

- Name currently on file
- PID
- Date of Birth
- Name to which you are changing the records
- Gender to which you are changing the records
Changing Preferred Name in Campus Record

Students have the option to set a preferred name in Connect Carolina self-service. https://help.unc.edu/help/campus-directory-faqs/

Preferred names are used across campus in conjunction with the primary name. For example, in Sakai and on class rosters. Setting this ahead of graduation will aid in the process of getting a diploma printed with a preferred name.

Changing Name to be Printed on Diploma

Best contact: Christy Samford, Deputy Registrar

- 919-962-0492
- Christy.samford@unc.edu

Contact Christy Samford or the LGBTQ Center, whichever feels most comfortable, to begin this process.

Changing Legal Gender in Campus Record

Students with legal (government issued) documentation showing a change in gender can contact the Office of the University Registrar (registrar@unc.edu) to update their legal gender in the student information system. Legal gender is not widely used across campus, but is required for some services and reported externally. Students in transition without legal documentation can work with the LGBTQ Center to make accommodations where needed.

CAROLINA HOUSING

- Best contact: Steven Wiley, Assistant Director of Assignments
  - sjwiley@email.unc.edu
  - 919-962-5401

Carolina Housing supports all students regardless of their sexual orientation, gender identity, or gender expression.

All bedrooms in hall style, suites, and apartments will be assigned to students of the same sex. For the purpose of room assignment, sex refers to an individual’s sex (male or female) as indicated on the official student record maintained by the Registrar’s Office.

Except for areas specifically designated as single sex, suite and apartment buildings will offer male only and female only rooms on all floors because there are private bathrooms with showers in each suite and apartment.
Hall style buildings will offer male and female rooms on all floors unless the floor has shared community bathrooms/showering areas which are intended for residents of the same sex or it is a floor/building specifically designated as single sex. Carolina Housing is in the process of converting the community bathroom/shower areas in hall style buildings to private bathroom pods as it allows for additional flexibility with room assignments.

**Pride Place**

Pride Place is a residential community committed to the personal wellness and academic success of students of all sexual orientations, gender identities, and gender expressions. One goal of the program is the creation of a residential community in which every student feels safe, included, and empowered. As residents, students will learn about the LGBTQ+ community at Carolina and its many intersections, build relationships, and actively engage in the community.

https://housing.unc.edu/residence-life/residential-learning-programs/pride-place

**Break housing**

To learn more about break housing visit:
https://housing.unc.edu/residents/current-residents/break-housing

**Summer Housing**

To learn more about summer housing visit:
https://housing.unc.edu/residents/current-residents/summer-housing

**CAMPUS HEALTH**

Campus Health downloads information from the registrar’s office so once that record is changed the name should automatically update in their records.

**Hormone Therapy at Campus Health**

Best Contact: Campus Health appointment line [919-966-2281]

- Ask for an appointment specifically for transition related hormone therapy or transgender care.
- Available providers:
  - Dr. Stephens,
  - Dr. Vimmerstedt,
  - Dr. Chai, and
  - Margaux Simon, NP
Hormone therapy is available through Campus Health. Dr. Anne Stephens coordinates this service using an informed consent protocol. This means there is no requirement for students to present a letter from a mental health professional in order to begin hormone therapy. The provider seen would perform an initial assessment, coordinate care, and provide secondary consultation if necessary.

There are several providers available to provide hormone therapy.

Avery Cook from Counseling and Psychological Services (CAPS) is available to meet with anyone who wants to speak with a counselor about transition related hormone therapy but there is no requirement that you do so to pursue treatment. Email Avery at macook@email.unc.edu and ask to schedule an appointment for transition related matters.

**UNC Transgender Health Program**
Best contact: transhealth@unc.edu or 1-833-UNC-TRNS

The UNC Transgender Health Program was established this year with the primary purpose of assisting patients who need gender-affirming care navigate a complex healthcare system and connect to the services they need. The Transgender Health Program acts as a primary point of contact for trans patients and can provide referrals for medical, surgical, and mental health services with vetted, gender-affirming providers. This program is separate from campus health but is available to students.

**CAMPUS RECREATION**
All eligible Intramural Sports participants may participate in accordance with their personal gender identity. For more information see: [https://campusrec.unc.edu/program/transgender-guidelines/](https://campusrec.unc.edu/program/transgender-guidelines/)

**GENERAL ALUMNI ASSOCIATION (DAVIE RECORDS)**
- Best contact: Rachel Orr, Assistant Director of Alumni Records
  - 919-962-3739
- Alternate contact: alumni@unc.edu

Documentation Needed: None
State and Federal Document Changes

ASSISTANCE AND RESOURCES

Carolina Student Legal Services office
Contact: Tristan Routh, Staff Attorney: jrouth@live.unc.edu.
Helps students with legal name changes.

The LGBTQ Center of Durham
Has a name change navigator to assist people with changing their name.
https://www.lgbtqcenterofdurham.org/programs/name-change.html

Changes with Social Security Administration

Changes on Passport

Changes in Sex Designation on NC Driver’s License

Changes in Name on NC Driver’s License
https://www.ncdot.gov/dmv/license-id/renewal-replacement/Pages/replacement-duplicate-license.aspx
SOCIAL SECURITY REQUIREMENTS

Changing Legal Name

You must submit the following information, in person, at a Social Security Office near you. Go to http://www.ssa.gov for a listing of locations.

- A document showing your previous name and an identifiable feature such as your date of birth, age, or social security number and a document showing your current name and the same identifiable feature. For example you can show your social security card with your previous name and your license with your current name if your license has your Social Security Number on it. You could also show your birth certificate with your previous name and your license with your current name.
- A document showing your previous and current names listed together, such as the court order for your name change.

Changing Legal Gender

You must submit the following information, in person, at a Social Security Office near you. Go to http://www.ssa.gov for a listing of locations.

- An original and certified document stating your present, legally changed gender (for example, an amended birth certificate obtained from the county register of deeds or the Office of Vital Records).
- A letter from a surgeon stating the surgery has been completed. This letter must be an official, original letter.

PASSPORT CHANGE REQUIREMENTS

Changing Legal Name in Passport

Required Documentation:

- A completed DS-19 form (Passport Amendment/Validation Application) which is downloadable at http://travel.state.gov/passport/forms/ds19/ds19_844.html.
- A certified copy of a marriage certificate or name change court degree to prove that your name has legally changed.
- Your current passport.

There is no fee unless you need your passport immediately.

Mail all of this information to the following address:

Charleston Passport Center
Attention: Amendments
1269 Holland Street
Charleston, SC 29405

Changing Legal Gender in Passport

If you are in the process of or have completed gender reassignment, please note:

- The ID you present with your application must accurately reflect your current appearance
- The passport photo submitted with your application must accurately reflect your current appearance.
- In order to have the passport issued in your new gender, you must submit a physician certificate with your application that validates whether your gender transition is in process or complete.
- Requirements for all elements of the passport application aside from gender still apply, including evidence of legal name change (if applicable).

If a physician certifies that your transition is complete:

You are eligible for a full validity ten-year passport. The signed original statement from the attending medical physician must be on office letterhead and include:

- Physician’s full name, address, and telephone number
- Medical license or certificate number
- Issuing state or other jurisdiction of medical license/certificate
- Language stating that:
  - They have treated you, or has reviewed and evaluated your medical history
  - You have had appropriate clinical treatment for transition to male or female, or are in the process of transition to male or female (this is language required by the U.S. Department of State. There is currently no nonbinary option).
  - The statement must include, “I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.”
  - Medical certification requirements are the same for a minor as an adult.
If a physician certifies that your transition is in process:

You are eligible for a limited validity two-year passport. The signed original statement from the attending medical physician must be on office letterhead and include:

- Physician’s full name
- Medical license or certificate number
- Issuing state or other jurisdiction of medical license/certificate

Example Certification from Attending Physician

(On Attending Physician’s Official Letterhead)

Option 1:

I, (physician’s full name), (physician’s medical license or certificate number), (issuing State of medical license/certificate), (DEA Registration number), am the attending physician of (name of patient), with whom I have a doctor/patient relationship.

(Name of patient) has had appropriate clinical treatment for gender transition to the new gender (specify new gender male or female).

Signature of Physician
Typed Name of Physician
Date

Option 2:

(Name of patient) is in the process of gender transition to the new gender (specify new gender male or female).

I declare under penalty of perjury under the laws of the United States that the forgoing is true and correct.

Signature of Physician
Typed Name of Physician
Date

For more information on passport gender marker changes see:
SELECTIVE SERVICE REQUIREMENTS

If transitioning from Female to Male

You do not need to register with the Selective Service but do need to receive a letter from the Selective Service stating their exemption if they were born after January 1st, 1960 for the following reasons:

- Technically, “a man who fails to register may, if prosecuted and convicted, face a fine of up to $25,000 and/or a prison term of up to five years.”
- While chances of prosecution are extremely slim, an FTM trans person who is legally male and does not register for the draft by age 26 and does not have an exemption letter may find that “some doors are permanently closed”. These doors include student financial aid, federal employment, federal job training, and US citizenship.

In order to get a letter of exemption, you may be required to send in documentation that proves you were born female (such as an un-amended birth certificate or hospital birth record) to the Selective Service along with a “Status Information Letter Request” (this form can be found at www.sss.gov)

The exemption letter they send back clearly states that you are exempt from the draft but does not give any information as to why.

More information can be found at https://www.sss.gov/Forms or by calling (847) 688-6888.

If transitioning from Male to Female

You must still register with selective service.

If you have any questions about the information included in this guide or need additional assistance or information, please contact the LGBTQ Center.