



Be supported



Resources for
Transgender
Students



wellbeing@chi.ac.uk



@uocstudentsupport



<https://wellbeing.chi.ac.uk/>



wellbeing@chi.ac.uk



@uocstudentsupport



<https://wellbeing.chi.ac.uk/>

Who made this booklet?



The information in this booklet was pulled together by Kai - a placement student at the University.

This guide has been created to help transgender, non-binary and gender diverse students to access the support and resources they need to thrive.

What's included?

Inside, you'll find information about on campus wellbeing services, local charities and support groups that can offer guidance and connection. Our wellbeing team is here for you - you can book an appointment at any time to discuss any concerns or challenges you may be facing.

You are a valued part of our community and we are here to support you every step of the way.

Table of Contents



Changing your name on ChiView	1
Changing your title / pronouns on ChiView	2
Deed Poll Information (Legal Name Change)	3
University Policy for supporting students	4
Local Resources and Support	5



Name Change

Steps to change your name on ChiView:

1

Open ChiView



Then Login

ChiView Login

Username

Password

LOG IN

2

Go to 'My Details'



Then select 'About Me'

My Details

About Me

View and Edit My Contact Information

3

Select the Edit 'Known As' First Name Button

My Details

Student Number

Last name

First name(s)

'Known As' first name

EDIT 'KNOWN AS' FIRST NAME

4

Select Change 'Known As' Name

Your 'Known As' first name

Currently your 'Known As' first name is recorded as: **3688661**

Your 'Known As' first name is used in the following University systems:

- Moodle
- SAM
- University Email
- Support Me Portal
- Library
- Timetable System

Note: If you wish to change your official name(s) you will need to log a request via Support Me, selecting **Official Name Change Request**

If you are happy with this you can click Quit below to leave this screen.

If you wish to change your 'Known As' first name please click Change 'Known As' name to continue.

Quit

CHANGE 'KNOWN AS' NAME

5

Enter your preferred name and finish

Edit My 'Known As' first name

Please enter the 'Known As' first name you wish to be known by:

What do you want your 'Known As' first name to be?*

NEXT



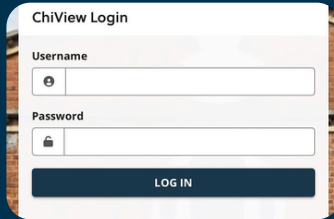
Title / Pronoun Change

Steps to change your name on ChiView:

1

Open ChiView

Then Login



ChiView Login

Username

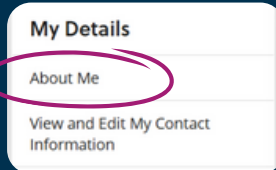
Password

LOG IN

2

Go to 'My Details'

Then select 'About Me'



My Details

About Me

View and Edit My Contact Information

3

Select the Edit Your Title and/or Pronouns Button



EDIT 'KNOWN AS' FIRST NAME

Official name
(This will be used on your certificate when you complete your studies)

Title

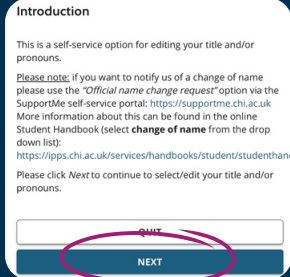
Pronouns

EDIT YOUR TITLE AND/OR PRONOUNS

Date of Birth

4

Select 'Next'



Introduction

This is a self-service option for editing your title and/or pronouns.

Please note: if you want to notify us of a change of name please use the "Official name change request" option via the SupportMe self-service portal: <https://supportme.chi.ac.uk>

More information about this can be found in the online Student Handbook (select **change of name** from the drop down list): <https://ipps.chi.ac.uk/services/handbooks/student/studenthandbook>

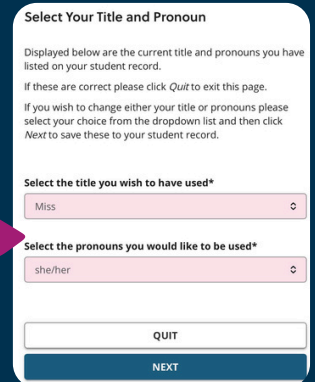
Please click Next to continue to select/edit your title and/or pronouns.

QUIT

NEXT

5

Select the title / pronouns from the drop down menu



Select Your Title and Pronoun

Displayed below are the current title and pronouns you have listed on your student record.

If these are correct please click Quit to exit this page.

If you wish to change either your title or pronouns please select your choice from the dropdown list and then click Next to save these to your student record.

Select the title you wish to have used*

Miss

Select the pronouns you would like to be used*

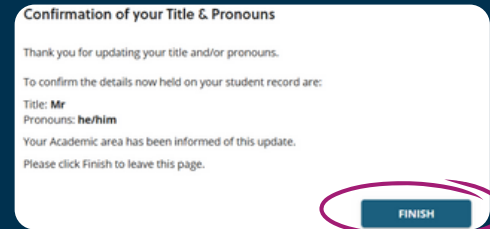
she/her

QUIT

NEXT

6

Select 'Finish' when you are happy with the changes



Confirmation of your Title & Pronouns

Thank you for updating your title and/or pronouns.

To confirm the details now held on your student record are:

Title: Mr

Pronouns: he/him

Your Academic area has been informed of this update.

Please click Finish to leave this page.

FINISH



Deed Pole Information

What is deed pole?

A deed poll is a legal document that proves a change of name. You can change any part of your name, add or remove names and hyphens, or change spelling.

There are 2 ways to get a deed poll. You can either:

- make an 'unenrolled' deed poll yourself
- apply for an 'enrolled' deed poll

Ask the organisation you're dealing with (for example your bank) which type of deed poll they'll accept as proof of your new name.

What is an enrolled deed poll?

'Enrolling' a deed poll means that you're putting your new name on public record.

You must apply to the Royal Courts of Justice to get an 'enrolled' deed poll using the deed poll process. It costs £50.32 (as of 03/02/2025).

QR Codes

Change your name by deed poll



How to change your name for free



University Policy

Policy for Supporting Transgender and Gender Non-conforming Individuals

What the policy includes:

How to support transgender and gender non-conforming individuals

Information about Transition Process

Policy Statement on inclusion and equality

Relevant Laws and Legislation

Scan here to read the full policy document



Resources and Support

Charities and Services:



The Clare Project

Charity that supports transgender, non-binary and intersex adults in Sussex. They run psychosocial support groups, information sessions, workshops and much more.



Gendered Intelligence

Service for transgender, non-binary and gender questioning people, their families and professional/organisations. Deliver a range of direct services, projects and activities.



Mind Out

A mental health service run by and for lesbian, gay, bisexual, trans and queer (LGBTQ+) people. They work to improve mental wellbeing of all individuals aged 18+.

Support Groups:

Local Meet Ups

Group meets every Tuesday of the month at the Chichester Inn to hold a 'catch up and fun' for support.

 Chichester Inn, 38 West Street, Chichester PO191RP

Monthly Walks


Walk and explore last Sunday of every month. Dogs welcome but always check with beforehand.

 Cafe Paradiso, 45 North Street, Chichester PO19 1NF

Student Wellbeing:

Book an Appointment

We offer advice and guidance to students, helping you to find the right support from professional services within the University and externally.

 Appointments available on the Student Support Portal

