



## Examples of email communications for student affirming their gender

### Example 1- Communication from student to relevant teachers

Dear [teacher],

I would like to speak to you about a decision I have made recently that will require your support and understanding as well as some possible changes to my studies.

You may or may not be aware of the concept of 'gender affirmation', what it means, and the process required for a student to affirm their gender at university.

At the moment you know me as \_\_\_\_\_ and have likely assumed that my gender is \_\_\_\_\_. My gender affirmation means that I am actually \_\_\_\_\_ [gender] and intend to \_\_\_\_\_ [indicate actions to take] and to use \_\_\_\_\_ [name] and \_\_\_\_\_ as my pronouns.

I am appreciative of your support and open to sharing what this journey means to me.

UNSW's [Gender Affirmation Guideline](#) has been a useful guide for me, and I am hoping we can meet to discuss how to approach my gender affirmation.

Affirming my gender will help me feel more comfortable at university and in my studies. Could you please let me know a suitable time when we could meet? I would prefer this meeting to be held [outline preference].

Regards [insert name]

## Example 2 - Communication to immediate classmates or study team

Dear team,

I am emailing to let you know about a decision I have made recently that will require your support and understanding as well as some possible changes at uni.

I am taking a very important life step and affirming my gender (or coming out as [gender]).

You may or may not be aware of the concept of 'gender affirmation' and what it means.

At the moment you know me as \_\_\_\_\_ and have likely assumed that my gender is \_\_\_\_\_.

My gender affirmation means that I am actually \_\_\_\_\_ [gender] and intend to \_\_\_\_\_ [indicate actions to take] and to use \_\_\_\_\_ [name] and \_\_\_\_\_ as my pronouns.

From [date], I will use [pronouns] and [name].

I appreciate that many of you may not have had direct experiences with anyone who has affirmed their gender and may be a little uncomfortable as it is unfamiliar.

In the meantime, here is a [language guide](#) on TransHub, a recently launched online platform for trans and gender diverse people, their loved ones, allies and health professionals, that explains key terms and offers examples of language and pronouns.

If you have any questions get in touch with the Diversity & Inclusion Team at [DIteam@unsw.edu.au](mailto:DIteam@unsw.edu.au) for a confidential chat, or for visit [TransHub](#) to read about gender affirmation.

Regards,

[insert name]

### Example 3 - Communication from the student support advisor to relevant teachers

Dear (teacher),

I am emailing to let you know about a student who has made a decision recently which will require your active support and understanding. You may or may not be aware of the concept of 'gender affirmation', what it means, and the process required for a student to affirm their gender at university.

At the moment you know the student as \_\_\_\_\_ and have likely assumed that their gender is \_\_\_\_\_. Their gender affirmation means that they identify as \_\_\_\_\_ [gender] and intend to \_\_\_\_\_ [indicate actions to take] and to use \_\_\_\_\_ [name] and \_\_\_\_\_ as their pronouns from the following \_\_\_\_\_ [their gender affirmation date].

UNSW's has developed a [Gender Affirmation Guideline](#) which you may find useful.

I appreciate that you may have little or no direct experience of anyone who has affirmed their gender, and it may raise questions or concerns. UNSW's [Division of Equity Diversity and Inclusion](#) website offers resources. You can also contact them directly for assistance. I would also suggest the website [TransHub](#), a recently launched online platform for trans and gender diverse people, their loved ones, allies and health professionals. This ACON website explains key terms and offers examples of language and pronouns.

As a staff member at UNSW you may also find that you need to address concerns or behaviour of other students in relation to the gender affirmation. It is important to role model supportive behaviour and to use the correct pronouns when addressing the student and expect others to do so. The student is, by law, able to use toilets and facilities which align to their affirmed gender.

[Name of student] has the full support of the University and I am confident that you will be respectful and considerate and encourage others to do the same. Respectful behaviour is of course supported by the [UNSW's Values in Action](#) and [Codes of Conduct](#).

If you have any questions, please don't hesitate to contact the Diversity & Inclusion Team at [DIteam@unsw.edu.au](mailto:DIteam@unsw.edu.au) for a confidential chat, or our free and confidential [EAP counselling service](#) [Benestar](#).

Regards [insert name]