How to Request a Letter for Gender Embodiment Surgery

The Trans Care Team at CAPS is here to support students seeking a letter for a gender embodiment surgery. Below is a step-by-step guide to help you understand the process.

Timeline Overview

- **Initial consultation wait time:** 2–3 weeks
- **Assessment:** 2–3 sessions

Step 1: Schedule Your First Appointment

- Call CAPS at **(562) 985-4001**.
- Ask to meet with a **Trans Care Team counselor** about a letter for surgery.

Step 2: Assessment Process

Your first appointment helps determine if CAPS is the right fit to provide your letter. If not, we will offer referrals to affirming providers in the community. If CAPS is a good fit, you will meet with a Trans Care Team counselor for 2–3 sessions to gather the information needed for your letter.
These sessions may cover:

- Your gender journey and embodiment goals
- Why the surgery you are seeking is meaningful for you
- Your family, social, academic, medical, and mental health history
- Your understanding of the procedure (outcomes, recovery, and follow-up care)
- Your support system and post-op care plans
- The name and pronouns you would like to use for the letter

Gender Dysphoria Diagnosis

Some surgeons or insurance companies require a diagnosis of Gender Dysphoria.

- If you would prefer to not include a diagnosis of Gender Dysphoria in your letter, your counselor can instead highlight your experience of gender incongruence and why surgery is medically necessary—consistent with WPATH SOC8.
- We encourage you to **check with your insurance and surgeon** ahead of time to understand their letter requirements.

Release of Information (ROI)

- Your counselor may ask you to complete a Release of Information form to help coordinate your care with your consent (e.g., to speak with your surgeon or Student Health Services).

Final Session

- After consulting with a member of the Trans Care Team, your counselor will schedule a final session with you to review the letter, make any changes needed, obtain any necessary Release of Information forms, and discuss next steps.
- You will receive a **copy of the letter** to submit to the requestor.