



# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No.Aca-II/Change of name/279/2022/03 | 596  
Dated: 15.11.2022

## NOTIFICATION

In continuation to the Notification No. Acad-II/Change of name/279/2021/01 dated 16.04.2021 issued by the University, following procedure for change of name, parent(s) name and date of birth of a student/ former student in the University records is hereby notified for necessary compliance by all concerned.

1. The contents of the Notification No. Aca-II/Change of name/279/2021/01 dated 16.04.2021 shall remain the same for matters covered by it concerning the existing students of the University.
2. However, those existing students who have already changed their names in the CBSE/state Boards/such other Boards records shall be required to produce such documents issued by the CBSE/state Boards/such other Boards as the case may be to the University while applying for change of name.
3. Former students who are desirous of getting their names changed in the University records based on the changes carried out by the CBSE/state Boards/such other Boards in their records in Class X<sup>th</sup> & Class XII<sup>th</sup> will be required to submit the following documents to facilitate change of their name in the University records:
  - i. Gazette of India Notification.
  - ii. Two Indian Leading Newspapers.
  - iii. Self-declaration in the form of an Affidavit in the Non-Judicial Stamp Paper of Rs.100/- duly attested by a First Class Magistrate.
  - iv. Marksheet/Certificate of Class 10<sup>th</sup> issued by CBSE/state Boards/other related boards.
  - v. Marksheet/Certificate of Class 12<sup>th</sup> issued by CBSE/state Boards/other related boards.
  - vi. Any one Photo Identity Proof issued by the Government i.e. Adhaar Card, PAN Card, Voter ID Card, Passport, Driving License.

It is the sole responsibility of the student/former student that the documents submitted by him/her are authentic/ genuine.
4. In case a former student has taken fresh admission in any programme of study in the University and requests for change of name as he/she has already changed his/her name during the interim period when he/she was not a student of the University, his/her request shall be considered as that of a current student of the University in all his academic records with the University retrospectively.
5. In case a former student, who has taken fresh admission in any programme of study in the University and who could not change his/her name earlier due to various rules prevalent at that point of time, will be eligible to change his/her name as a current student in all his academic records with the University retrospectively.

Cont...P/2

*Handwritten signature*  
15/11/22

6. Change of date of birth of a current student or a former student shall be considered only when the CBSE/state Boards/such other Boards have changed the date of birth in the Class X<sup>th</sup> Marksheet/Certificate.
7. Change of name of the parent(s) of the current student and former students shall be carried out in the University records subject to the following conditions:
  - i. Any student/former student who wishes to change the name of parent(s) shall be required to get the amendments done in the CBSE/state Boards/other related boards records of Class X<sup>th</sup> & Class XII<sup>th</sup> standard and submit the documents accordingly for consideration of such requests.
  - ii. In case of any marital discord and resultant change of surname/replacement of name of any one of the parent, the student/former student shall be required to submit a Decree of Separation issue by a Court of Law in the matter.
8. Following fee is required to be submitted for one request encompassing one or more matters:
  - i. Fee for change of name/ name of parent(s) /date of birth of a current student shall be Rs.500/- (Rs. Five Hundred Only).
  - ii. Fee for change of name/ name of parent(s) /date of birth of a former student who has passed out less than 10 year ago from the date of the request- Rs.5,000/- (Rs. Five Thousand Only).
  - iii. Fee for change of name/ name of parent(s) /date of birth of a former student who has passed out more than 10 year ago from the date of the request- Rs.10,000/- (Rs. Ten Thousand Only).
9. No student or former student shall be allowed to altogether change his/her name, parent(s) name and date of birth in the University records, at any time, as it completely changes the identity of the individual.

*M. K. S. S.*  
15/11/22  
Registrar

Copy to:

- 1) Deans of Faculties/Heads of Departments/ Principals of Colleges/ Directors of Centres.
- 2) Dean Student's Welfare/Dean (Examinations)/JCE (SDC)/JR (SDC)/ Joint DSW, South Campus
- 3) PS to VC/ Dean of Colleges/ Director, SDC/ Director, COL/Registrar/Finance Officer.
- 4) The Director, DUCC for uploading the Notification on the University Website.

*M. K. S. S.*  
Joint Registrar (Academic)





# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No.Aca-II/Change of name/279/2021/01  
Dated: 16.04.2021

## Notification

In supersession of all the previous Notifications, issued by the University from time to time, the following procedure for change of name of a student, duly approved by the Executive Council resolution No. 65 dated 18.03.2021, is hereby notified for necessary compliance by all concerned.

**Student (male/female/others) who wishes to change his/her name for any reason is required to submit the following documents.**

1. Submission of application, mentioning the enrolment number of the student, duly forwarded by the Principal of the College/Head of the institution, alongwith Rs. 500/- as application fee.
2. Newspaper cuttings (in original) as proof of the advertisement published with regard to change of name in at least two Indian leading daily newspapers.
3. Self-Declaration on the prescribed format by the Applicant (Appendix-I).
4. Original copy of the Government of India Gazette Notification about the change of name.
5. Self-declaration by the applicant regarding change of his/ her name (Appendix-II).

OR

Submission of the matriculation, or its equivalent certificates in case the student has got his/her name changed in the said certificate while studying in the University of Delhi.

OR

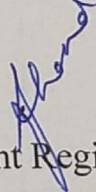
Proof of marriage i.e. a self- attested copy of marriage registration certificate issued by the competent authority in case of female students applying for change of surname due to marriage.

Cont.



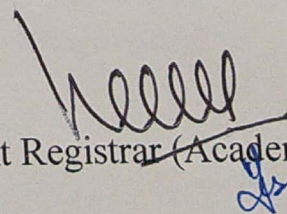
6. Application for change of name will be entertained only when the applicant is a student of University of Delhi at the time of applying change of name.  
Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his/her course of study shall not be considered.
7. The process of change of name may require at least 2 week's time after submission of application.
8. Application of students of any class for change of name shall be accepted only after 30<sup>th</sup> September.
9. Any change of name/surname will be effective only after its approval by the University.
10. The name after change will be read as changed name alias / nee earlier name.

After receipt of such requests from the college/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/ Heads of the Departments may kindly ensure that the above procedure is strictly followed.

  
Joint Registrar (Academic)

Copy to:

- 1) Deans of Faculties/Heads of Departments/ Principals of Colleges/ Directors of Centres.
- 2) Dean Student's welfare/Dean (Examinations)/JCE (SDC)/JR (SDC)/ Joint DSW, South Campus
- 3) JR to PVC/ Registrar.
- 4) PS to VC/ Dean of Colleges/ Director South Campus/ Director COL/Proctor/Finance Officer.
- 5) The Director, DUCC for uploading the Notification on the University Website.

  
Assistant Registrar (Academic)