

**No. Aca.II./2008-2009/  
Dated : 12.8.2008**

**All Principals/Deans  
Head of the Institutions/Head of the Departments  
University of Delhi  
Delhi**

**Dear Sir/Madam,**

The University receives requests for change of names after students take admission in a particular course. Procedurally, the Colleges/ Departments scrutinize such requests and send the same with their recommendations to the University for necessary approval. Then the University authorities examine the request and accord approval if the request is admissible. It is only after due approval by the University Authorities that the change in name in the enrolment register and all other places is carried out.

Many a times such requests are not accompanied by (a) necessary sworn in/solemnly affirmed affidavit on a stamp paper of appropriate value; and (b) notification in newspaper widely circulated in the locality where the applicant normally resides. In the absence of these papers, it becomes extremely difficult to process the request.

Under the circumstance the procedure for change of names is hereby clarified.

The change in name of a student of the University is made either on the basis of change made in Matriculation Certificate or its equivalent certificate or on submission of the following documents by the student for consideration by the University authorities. The name after change will be read as **“changed name alias/nee earlier name”** :-

- i. An application duly forwarded by the Head/Principal of the concerned Deptt./College alongwith a fee of Rs.50/-.
- ii. Newspapers cutting (in original) after advertising the desired change in name in two Indian leading daily English/Hindi Newspapers.
- iii. Declaration (specimen enclosed) on a Non-judicial stamp paper worth Rs.10/- (in original).
- iv. Original copy of the Government of India Gazette : notifying the change in name.
- v. An affidavit on a non-judicial stamp paper worth Rs. 10/- (in original) executed in the court and sworn before a Magistrate regarding change in name.
- vi. University Enrolment Number.
- vii. Application for change of name will not be entertained from a person who is not connected with the University as a student at the time of making the application.

After receipt of such requests from the Colleges/Departments, these will be examined by the University and processed as per University rules. The change of name for University/Colleges purposes will come into effect only after the University accords necessary approval. Colleges/Departments may kindly ensure that the above procedure is strictly adhered to.

**Yours faithfully,**

**REGISTRAR**

**DECLARATION FORM TO BE USED FOR CHANGE OF NAME**

Know all men that I the undersigned \_\_\_\_\_ a student of \_\_\_\_\_ College, University of Delhi, Delhi and lately called \_\_\_\_\_ do hereby absolutely renounce and abandon the use of my said name as \_\_\_\_\_ and in lieu thereof assume and adopt the name of \_\_\_\_\_ for the purpose of evidencing such change of name. I hereby declare that I shall at all times hereafter in all records, deeds, documents and other writings and in all action, suits and proceedings as well as in all dealings and transactions matters and things whatsoever, and upon all occasions use and subscribe the said changed name of \_\_\_\_\_ in lieu of my earlier abandoned name as aforesaid. And I, therefore, hereby expressly authorize and require all persons whomsoever at all times to designate, describe and address me by such adopted name “\_\_\_\_\_” only. In witness whereof I have hitherto subscribed my Christian name and my adopted and substituted name of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

Signed and delivered by the above  
Named in the presence of

DEPONENT

1. Witness \_\_\_\_\_  
(Signature)  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_
  
2. Witness \_\_\_\_\_  
(Signature)  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_