



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 Xth & Class XIIth 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 10th issued by CBSE/state Boards/other related boards.
 - v. Marksheet/Certificate of Class 12th 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.

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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 Xth 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 Xth & Class XIIth 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.


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.


Joint Registrar (Academic)