

PROCEDURE FOR CHANGE NAME / SURNAME

S.No	Particular	Summary
A Woman student who wishes to change her Last Name on account of Marriage		
1	a) Procedure	She is advised to apply through the prescribed application form available on the website of University of Delhi or can obtain the form from the Academic Branch-II, University of Delhi (North Campus) Application available at:- -- www.du.ac.in -- Forms (right side, under the University Corner on the website of University of Delhi) -- Procedure for change in Name of Students
	b) Submitted to	The Principal of the College / Head of the Department and to the Registrar, University of Delhi
	c) Fee Structure	Rs. 50/- (Fee to be paid to the University of Delhi alongwith Application)
	d) Documents required	1) An Affidavit on a Non-judicial Stamp Paper worth Rs.10/- (in original) duly attested by a 1st Class Magistrate OR Marriage Certificate issued by the Court (Declaration available at:- -- www.du.ac.in -- Forms (right side, under the University Corner) -- Change of Name (for Students) -- Instructions & Form (Page -2)
	e) Time Taken	It will come into effect only after the same has been approved by the University of Delhi, (Please contact to your College or Department for further clarification in this regard)
Candidates who wish to change their First Name		
2	a) Procedure	He/ She advised to apply through the prescribed application form available at website of University of Delhi Application available at:- -- www.du.ac.in -- Forms (right side, under the University Corner) -- Procedure for change in Name of Students
	b) Submitted to	Principal of the college / Head of the Department to the Registrar, University of Delhi
	c) Fee Structure	Rs. 50/- (Fee to paid to University of Delhi alongwith the Application)
	d) Documents required	1) A Declaration on a Non-judicial Stamp Paper worth Rs.10/- (in original) duly attested by a 1st Class Magistrate (Declaration & Form available at:- Application available at:- -- www.du.ac.in -- Forms (right side, under the University Corner) -- Change of Name (for Students) -- Instructions & Form (Page -2) 2) Newspaper cutting (in original) notifying change in name in two leading Indian daily (English/Hindi) Newspaper. 3) Original copy of Government of India Gazette, notifying the Change in Name. 4) An Affidavit on a Non-judicial Stamp Paper worth Rs.10/- (in original) in the court and sworn before 1st class Magistrate.
	e) Time Taken	It will come into effect only after the same has been approved by the University of Delhi. (Please contact to your College or Department for further clarification in this regard)

Note:-

- 1) The name after change will be read as change name alias/ nee earlier name.
- 2) No Candidates be allowed to change his/her name on any official document, including examination forms, until the same has been approved by the University of Delhi.
- 3) Request for change in name will not be entertained from a person who is not a student of the University of Delhi.

** The form is attached for your reference.

MOST URGENT

No.Aca.II/C.Name/2010

Delhi, the dated 10-8-2010

The Principal/Head

Delhi -110007/New Delhi

Dear Sir /Madam,

It has been noticed that Colleges /Departments/Faculties are not observing the proper procedure for change in names of the students and are changing names of students at their own level instead of forwarding such requests to the University. As a result, the names of such students remain unchanged on the University enrolment records. This is being noticed at the time when the students apply for migration/provisional certificates. You are once again requested to follow the following procedure strictly for change in names of students :-

- a) Woman student who wishes to change her surname on account of marriage be advised to apply on the prescribed application form (obtainable from Academic Branch -II) through the Principal /Head of the Department to the Registrar, University of Delhi, during the same academic session alongwith an affidavit on a non-judicial stamp paper worth Rs.10/(in original) duly attested by a 1st Class Magistrate or Marriage Certificate issued by the Court alongwith a fee of Rs.50/-for necessary action at the University level.
- b) Student who wishes to change his/her name be advised to submit his/her application duly forwarded by the Principal/Head of the concerned College/Department. alongwith a fee of Rs.50/- alongwith the following documents, to the Registrar, University of Delhi for consideration, during the same academic session:-
 - i) Newspaper cuttings (in original) notifying change in name in two leading Indian daily English/Hindi Newspapers.
 - ii) Declaration (specimen enclosed) on a Non-judicial stamp paper worth Rs. 10/-(in original) attested by the 1st Class Magistrate.
 - iii) Original copy of the Government of India Gazette, notifying the change in name.
 - iv) An affidavit on a non-judicial stamp paper worth Rs.10/- (in original) executed in the court and sworn before 1st Class Magistrate regarding change in name.

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- c) The change in the name / surname will come into effect only after the same has been approved by the University.
- d) The name after change will be read as changed name alias / nee earlier name.
- e) No student be allowed to change his/her name on any official document, including examination forms, until the same has been approved by the University.
- f) Request for change in name will not be entertained from a person who is not a student of the University at the time of making the application for change of name.

Thanking you,

Yours faithfully

REGISTRAR