



# 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.

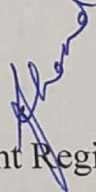
OR

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.

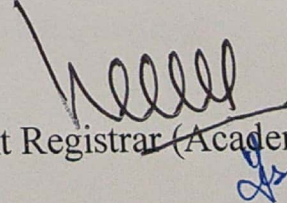
6. Application for change of name will be entertained only when the applicant is a student of University of Delhi at the time of applying change of name.  
Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed 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)

UNIVERSITY OF DELHI

ACADEMIC -II

**Self-Declaration Form by the Candidate**

I, ..... S/D/o .....

R/o..... do hereby solemnly affirm and declare as under:-

1. That I am a citizen of India and permanently residing at above mentioned address.
2. That my date of birth is .....
3. That I have changed my name from ..... to .....
4. That ..... and ..... is only one person.
5. That my name will be called as .....in future for all purposes.
6. That it is my true and correct statement.

**Signature of Student**

**UNIVERSITY OF DELHI**

**ACADEMIC -II**

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

Know all men that I the undersigned \_\_\_\_\_ a student of \_\_\_\_\_ College, University of Delhi-110007, and lately called \_\_\_\_\_do hereby absolutely renounce and abandon the use of my said name of \_\_\_\_\_ and in lieu thereof assume and adopt the name of \_\_\_\_\_. And for all purposes 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 actions, suits and proceedings as well as in all dealings and transactions matters and things whatsoever, and upon all occasions use and subscribe the said name of \_\_\_\_\_ as my name in lieu of \_\_\_\_\_ abandoned as aforesaid. And I therefore, hereby expressly authorise, and require all persons whomsoever at all times to designate, describe and address me by such adopted name of \_\_\_\_\_only. In witness whereof I have hitherto subscribed my Christian name and my adopted and substitute name of \_\_\_\_\_on this \_\_\_\_\_ day of \_\_\_\_\_ .

**SIGNATURE OF STUDENT**