



**UNIVERSITY OF DELHI**  
**दिल्ली विश्वविद्यालय**

Ref./Aca-II/Change of name/279/2015/03  
Dated: 01/07/2015

**Notification**

In supersession of the previous rules, the following procedure for change of name of students duly approved by the Executive Council, vide **Resolution No. 16** dated 28-05-2015, 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.**

- i) An 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.
- ii) Newspaper cuttings (in original) as proof of the advertisement published with regard to change of name in at least two Indian leading daily newspapers.
- iii) Self-Declaration on the prescribed format by the Applicant.
- iv) Original copy of the Government of India Gazette Notification about the change of name.
- v) Self-declaration by the applicant regarding change of his or her name.

OR

Submission of the matriculation or its equivalent certificate 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.

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vi) Application for change of name will be entertained only when the applicant is a student of University of Delhi at the time of applying for 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.

vii) The process of change of name may require at least 2 weeks' time after submission of application.

viii) Application of students of any class for change of name shall be accepted only after 30<sup>th</sup> September.

ix) Any change in name / surname will be effective only after its approval by the University.

x) 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.

Thanking you,

Yours faithfully,

(Ram Dutt)  
Jt. Registrar (Academic)

Copy to:

- 1) Dean of Faculties; Heads of Departments; Principals of Colleges; Directors of Centres; Director, NCWEB; Dean, Students' Welfare
- 2) The Director, DUCC for uploading Notification on the University Website
- 3) PS to VC; PVC; Director South Campus; Director COL; Registrar; Proctor
- 4) Dean (Examinations); OSD (Exams); JCE/JR (SDC); Joint DSW, South Campus
- 5) S.O. (Academic Section-I)

Section Officer  
(Academic-II)