

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

Programme 3. Enrolmer	nt Number
Address	
	작업점 이번 보다는 사람이 가지는 사람들에게 소면하면 되었다. 이번 가게 하고 독려가 했다는 가는 수없다고 나는 무료에게 위하였다.
Pin Code	Mobile No.
Month & year of completion of Programme	6. Whether Degree Certificate has been awarded (Yes/No
Details of correction/change required in Grade Card	그 한 그 전 그는 그는 그는 그 그 그 그는 그를 되는 것은 그를 가는 것을 모든 그 그는 그 없는 그를 가장 하는 그를 그 모든 그를 하지만 하셨다. 그는 그 제 그는 그를 다 했다.
(a) Minor correction in spelling of the Student's	요약이 보고 있었습니다. 이번 대표 회에는 경기를 가는 것이 되었다. 그는 사람들이 가는 사람들이 되었다. 그는 사람들이 되었다. 이번 경기 가장 모든 사람들이 되었다.
Name reflected in Grade Card	
	Correct name (in BLOCK letters)
(b) Change in full name	
Name reflected in Grade Card	
	Correct name (in BLOCK letters)
(c) Change in 1 <sup>st</sup> /Middle/Last name (Partial chan	
Name reflected in Grade Card	<del>경기를 가는 이 말을 하는 것을 하는 이 경험에 되었다. 그를 하면 하는 등 이 없이 하실 수 하실</del> 수 있다면 하는 것이다.
	Correct name (in BLOCK letters)
(d) Addition/deletion of surname	
Surname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)
	odiname to be printed in Grade Card (in block letters)
(e) Change in surname after marriage	
Surname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)
	Fines in Grade Card (III BLOCK letters)
f) Change of Address	
Address reflected in Grade Card	Correct address (in BLOCK letters)
	Section (in block reticis)
	경기는 사람들은 얼마나 아니라 얼마나 얼룩한 때문
	50일 (2017년 - 1201년 - 1 1984년 - 1일 - 1201년 - 1
ee Details (Fee for correction in certificate is Rs. 500/-	which is to be paid through DD in favour of 'IGNOU' & payable at 'New De
emand Draft NoDateDatelssui	그 그렇게 느껴지지 않는 그 무슨 테이트로 그는 그가 그 없는 그들은 그것 하지만 하지만 하지만 된다. 그런 그가 그렇게 되어 가셨다면 다 가셨다면 아니트를 다 했다.

The duly filled application form with requisite fee & necessary documents is to be sent to Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068

Myllron

#### **GUIDELINES**

#### Types of request for change in name

- Minor correction in spelling of the student's name/father's name/guardian's name
- Change in full name
- Change in 1<sup>st</sup> /Middle/Last name (Partial change in name) 3.
- Addition/deletion of surname
- Change in surname after marriage.
- Change in address

## Terms and conditions for entertaining the request for change in name in all types as mentioned above.

- Application for change in name will be entertained before the student is awarded Degree/Diploma and Certificate in the Convocation.
- Application for change in name shall not be entertained, under any circumstances, if the student has been awarded Degree/Diploma and Certificate in the Convocation or the Convocation has already been held.
- The student will have to apply in the prescribed application form for this purpose.
- The requisite fee for this purpose is Rs. 500/-.
- The student will have to return the original Statement of Marks/Grade Card and Provisional Certificate, if issued to him earlier with previous name.

In case, the request of the student is entertainable, the following documents are required to be submitted by the student alongwith the application for this purpose:-

S.No	Type of request	Document required
1.	Minor correction in spelling of the student's name/father's name/guardian's name.	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognized Board of Education/Aadhar Card
	Change in full name	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers.
		Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
		Gazette Notification, in original, reflecting the change of name.
3.	Change in Ist/Middle/Last name (Partial change in name)	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers/ Aadhar Card.
4.	Addition/deletion of surname	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognised Board of Education/Aadhar Card
5.	Change in surname after marriage	Proof of marriage i.e. a self attested copy of marriage registration certificate issued by the competent authority in case of female student applying for change in surname due to marriage/Aadhar card.
6.	Change in address	Aadhar Card/any other document issued by Govt. /Govt. organisation

Artiland 1001