

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION

No. IG/SED/Exam-III/2021/17285  
Date: August 23, 2021

NOTIFICATION

In continuation of earlier notification no. IG/SED/Exam-III/2020 dated January 22, 2021, it is further notified that the request of the students for correction in the name, spelling, father's name, guardian's name, address, etc. printed in the statement of marks/grade cards & provisional certificate after completion of the programme will also be entertained even though degree certificate has already been issued.

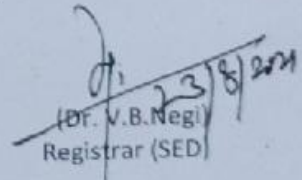
The requisite fee for entertaining such requests will be as under:

Statement of Marks/Grade Cards & Provisional Certificate issued for	Prescribed Fee
31 <sup>st</sup> Convocation onwards	Rs. 500/-
1 <sup>st</sup> to 30 <sup>th</sup> Convocation	Rs. 1500/-

However, if it is established that there is mistake in name, etc. on the part of the University, no fee for this purpose will be charged from the students.

The revised guidelines and prescribed proforma for this purpose are enclosed.

This issues with the approval of the Competent Authority.

  
Dr. V.B. Negi  
Registrar (SED)

Distribution:

1. All Regional Directors : With a request to upload the notification on the website of the Regional Centre
2. Director (RSD)
3. Registrar (SRD)
4. Head (CD) : Kindly upload the notification on the website of the University
5. PS to VC : For kind information of Hon'ble Vice Chancellor
6. PS to PVCs
7. All officers of SED
8. PS to Registrar (SED)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
REVISED GUIDELINES: CHANGE IN NAME, Etc.

Types of request for change in name, etc.:-

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

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

1. The student will have to apply in the prescribed application form for this purpose.
2. The requisite fee for entertaining such requests will be as under:

Statement of Marks/Grade Cards & Provisional Certificate issued for	Prescribed Fee
31 <sup>st</sup> Convocation onwards	Rs. 500/-
1 <sup>st</sup> to 30 <sup>th</sup> Convocation	Rs. 1500/-

However, if it is established that there is mistake in name, etc. on the part of the University, no fee for this purpose will be charged from the students.

3. The student will have to return the grade card/provisional certificate and degree certificate, if issued earlier with previous name.

The following documents are required to be submitted by the student along with 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 recognised Board of Education/Aadhar Card
2.	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 1 <sup>st</sup> /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

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



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APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

(Guidelines are given overleaf. Please go through them carefully before filling up the form)

1. Name
2. Programme
3. Enrolment Number
4. Address
E-mail
Pin Code
Mobile No.

5. Month & year of completion of Programme
6. Whether Degree Certificate has been awarded (Yes/No)

7. Details of correction/change required in Grade Card (Please fill up the relevant box)

(a) Minor correction in spelling of the Student's name/Father's name/Guardian's name

Table with 2 columns: Name reflected in Grade Card, Correct name (in Block letters)

(b) Change in full name

Table with 2 columns: Name reflected in Grade Card, Correct name (in Block letters)

(c) Change in 1st/Middle/Last name (Partial change in name)

Table with 2 columns: Name reflected in Grade Card, Correct name (in Block letters)

(d) Addition/deletion of surname

Table with 2 columns: Surname reflected in Grade Card, Surname to be printed in Grade Card (in Block letters)

(e) Change in surname after marriage

Table with 2 columns: Surname reflected in Grade Card, Surname to be printed in Grade Card (in Block letters)

(f) Change of Address

Table with 2 columns: Address reflected in Grade Card, Correct address (in Block letters)

8. Fee, if applicable, as mentioned overleaf to be paid through DD in favour of 'IGNOU' & payable at 'New Delhi'

Demand Draft No. Date Issuing Bank Amount

(Signature of the Student)

Enclosures:

Date:

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