INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

No. IG/SED/Exam-III/2020/ Dated: 14th January, 2021

NOTIFICATION

The guidelines duly approved by the competent authority for consideration of the cases for correction in the Name, Spelling, Father's Name, Guardian's Name, Address, etc printed in the Statement of Marks/Grade Card after completion of the Programme by the Standing Committee constituted for this purpose alongwith the prescribed proforma are circulated to all the Regional Directors and other concerned.

All the Regional Centres are requested to upload the guidelines and prescribed proforma on their Regional Centre's website for the information of all the students.

Registrar, SED

Distribution

- 1. All the Regional Directors
- 2. Deputy Director, VCO: for kind information of Hon'ble Vice Chancellor
- 3. PS to PVCs
- 4. Director, RSD
- 5. Registrar, SRD
- 6. All officers of SED
- 7. PS to Registrar, SED



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

rogramme 3. Enrolme	ent Number
Address	
. 20 MM : 20 C	
	그는 사람들이 되는 사람들이 되었다. 그 사람들이 가장 나를 하는 것이 되었다. 그는 사람들이 모든 사람들이 되었다.
Pin Code	E-mail
rincode	Mobile No.
Nonth & year of completion of Programme	6. Whether Degree Certificate has been awarded (Yes/No
totalls of correction (shares	6. Whether Degree Certificate has been awarded (Yes/No
etails of correction/change required in Grade Car	
(a) Minor correction in spelling of the Student's	s name/Father's name/Guardian's name
Name reflected in Grade Card	. Correct name (in BLOCK letters)
b) Change in full name	경영 토론의 보통 기계에 되는 의 중중인 중인공에게 되는 것같아 되니 말라. 보기 기가 되고 있다면 하지 않게 하는 것이 되는 것이다.
Name reflected in Grade Card	Correct name (in Block letters)
	보통이 노랑 화로 웃어지는 생물로 한 모습을 하다.
c) Change in 1 st /Middle/Last name (Partial cha	nge in name)
Name reflected in Grade Card	Correct name (in Вьоск letters)
d) Addition/deletion of surname	
Surname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)
e) Change in surname after marriage	물레이트를 위하고 있다. 사취를 다양 전기로 가운데
Surname reflected in Grade Card	Surname to be printed in Grade Card (in BLOCK letters)
얼마 있다면 된다면 하는데 아랫동안 이번 전 어느 동안들은 바닷컴드로 다	
f) Change of Address	## [] 하는 전 [4] 12 전 10 전 10 전 10 2 전 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
f) Change of Address Address reflected in Grade Card	Correct address (in BLOCK letters)
그렇게 하면 그 사람이 되었다. 그리고 얼마 보다는 사람이 가장하는 병수 없다고 있다.	Correct address (in BLOCK letters)
그렇게 하면 그 사람이 되었다. 그리고 얼마 보다는 사람이 가장하는 병수 없다고 있다.	Correct address (in BLOCK letters)
Address reflected in Grade Card	
Address reflected in Grade Card e Details (Fee for correction in certificate is Rs. 500)	/- which is to be paid through DD in favour of 'IGNOU' & payable at 'New L
Address reflected in Grade Card	/- which is to be paid through DD in favour of ' IGNOU ' & payable at ' New D

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GUIDELINES

Types of request for change in name

- Minor correction in spelling of the student's name/father's name/guardian's name
- 2. Change in full name
- Change in 1st /Middle/Last name (Partial change in name) 3.
- 4. Addition/deletion of surname
- Change in surname after marriage. 5.
- 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 th certificate issued by recognized Board of Education/Aadhar Card
2. Change in full name	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 th 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

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