



**Manav Rachna Educational Institutions
Student Facilitation Center**

**Application form for Change in Name
(Please read all instructions in Appendix 'A')**

To,
The Registrar,
Manav Rachna Educational Institutions
Faridabad, Haryana

Sir,

I would like to apply for a change to be made in my name in the university record. My particulars are as follows. –

1. Old name of the student - _____
2. Name of the course- _____
3. Roll No- _____
4. Last examination appeared - _____
(Please attach the copy of the mark-sheet)
5. Appearing examination - _____ in the month and year - _____

6. Supporting document attached herewith for change in name – (Please tick mark)

- Gazette
- Marriage certificate
- Affidavit

I hereby solemnly declare that the information furnished by me in this application is true to the best of my knowledge and belief. I further state that I have not migrated from this university. Full signature of the student –

1. - _____ (As per old name)
 2. - _____ (As per new name) New name - _____
- Address - _____
E-mail I/D - _____
Telephone No. with STD code No. - _____ Mobile No. - _____

Endorsement

Forwarded to the Registrar's Office for necessary action. The information supplied by the applicant student is checked and found correct. I have no objection for the change in the name to be made.
(Rules regarding change of name of a University Student in the records of the University)

A student, who is enrolled in the University and who desires to have a change made in his name as recorded in the University records shall apply to the Registrar in Form 'A' appended to this rules together with a fee of Rs. 100/- which shall be nonrefundable.

1. No Change in his/her name will be made in the past records of the University.
2. No Change of name in the records of the University may be sanctioned on any one of the following grounds, namely;
 - a) A woman, who in consequence of her marriage desires a change in her name;
 - b) A widow who in consequence of her remarriage desires to change in her name'
 - c) A married woman who has obtained a degree absolute for divorce of annulment of her marriage from a court of law and desires change in her name;
 - d) A person who desires a change in name in consequence of adoption;
 - e) A person who has assumed a new name in such circumstances as may be specified by the order of the Central Government or a State Government, and
 - f) For any other sufficient cause. ii) A change of name shall include a change in the name in full or portion thereof or a change in the spelling of any portion of the name.
3. The application as aforesaid shall in the case of grounds mentioned in any of the items from
4. 2(i)(a) to (e) (both inclusive) shall be accompanied by an appropriate official document evidencing the ground for the change or in the alternative by an affidavit evidencing the same. In the case of ground failing under item 2 (i) (f) ground on which the change is applied for; a) The original copy of the marriage registration Certificate/Affidavit/page of the Maharashtra Government Gazette /Attested copy of the adoption deed will be retained in this office for records.

Explanation :

Appropriate official document, in respect of each of items 2 (i) (a) to (e) both inclusive shall be as given in the table appended to this Rules.

5. i) If the application for a change is based on an item comprised in items 2 (i) (a) to (e) and is in order, the Registrar shall grant it by directing the necessary change in the name to be made in the University records, and shall issue a letter to the concerned Principal with a copy to the student confirming the change made in the name as applied for.
6. ii) If the application falls under item 2 (i) (f) and the Registrar finds it in order, he shall grant it and order action as in subparagraph (i) If, however, the Registrar does not consider the ground as sufficient for ordering the change in the University records, he may reject it.