



SHRI KHUSHAL DAS UNIVERSITY

Estd. by Act No. 30 of 2018 of State Legislative of Rajasthan as
State Private University under section 2(f) of UGC Act, 1956

PROCEDURE FOR CHANGE OF NAME AND SURNAME

Application No.

Date.....

Following procedure needs to be followed by the committee members for change in name of students :-

S. No.	Particulars	Summary
Candidates who wish to change their name and surname		
a	Procedure	An application, mentioning the enrollment number of the student duly forwarded by the Department In charge along with Rs. 1000/- as application fee.
b	Submitted to	Registrar Office of Shri Khushal Das University.
c	Documents required	1. A Self Declaration (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant duly notarized. OR Submission of the matriculation or its equivalent certificate in case the student has got his/her name/surname changed in the said certificate while studying in Shri Khushal Das University. 2. Newspaper cutting (in original) notifying change in name/surname in one leading Indian daily (English/Hindi) Newspaper. OR Marriage Certificate issued by the competent authority in case of women applicant.
d.	Time Taken	It will come into effect only after the same has been approved by the Committee and notified by the University.

Note :

- Application will be entertained only when the applicant is a student of Shri Khushal Das University at the time of applying for change of name/surname. Application 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.
- The name after change will be read as changed name alias earlier name.
- The Department In charge may kindly ensure that the above procedure is strictly followed.
- Department In charge are requested to forward the application to the office of Registrar.
- The process of change of name/surname may require at least one month after submission of application.

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Signature of verifying officer

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Signature of Applicant