INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

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

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

Name reflected in Grade Card	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)**

(e) Change in surname after marriage

Surname reflected in Grade Card	Surname to be printed in Grade Card **(in BLOCK letters)**

(f) Change of Address

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***

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