ignou THE PEOPLE'S UNIVERSITY

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)

6. 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)**

7. **Fee Details** *(Fee for correction in certificate is **Rs. 500/-** which is to be paid through **DD** in favour of **'IGNOU'** & payable at **'New Delhi')*

Demand Draft No.....Date.....Issuing Bank.....

(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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