



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi - 110062

Phone : 011-26059688 (12 Lines)

Website : www.jamiahamdard.edu

F.No.Exam./JH/Misc.change/2025/

Date: 28<sup>th</sup> November, 2025

**NOTIFICATION**

**Sub: Guidelines for change of name / date of birth / parent name in Degree / Marksheet of students who have completed Undergraduate, Postgraduate or Diploma Programmes from Jamia Hamdard including CDOE students.**

It is notified that the students of Jamia Hamdard / CDOE who have completed Undergraduate, Postgraduate or Diploma programmes from Jamia Hamdard desirous of getting their names /date of birth /parent's name changed in the University records based on the change carried out by the CBSE/ State Boards/Such other Boards in their records in Class X and Class XII will be required to submit the following documents to facilitate change of their name in the University records:

- A copy of Gazette of India Notification (*about the name change*)
- Copies of Two Indian National Newspapers (")
- Self-declaration in the form of an Affidavit in the Non-Judicial Stamp Paper of Rs.100/- duly attested by a First Class Magistrate
- Marksheet / Certificate of Class 10<sup>th</sup> and 12<sup>th</sup> issued by CBSE /State Boards/other related Boards.
- Photo Identify Proof issued by the Government i.e. Aadhar Card, PAN Card, Voter ID Card, Passport, Driving License (Any one).

It is the sole responsibility of the student/former student to ensure that the documents submitted by him/her are authentic/genuine.

Following fee is required to be submitted for one request encompassing one or more matters:

- Fee for change of name / name of parent(s) / date of birth of a current student shall be Rs.1000/- (Rupees one thousand only).
- Fee for change of name/name of parent(s) / date of birth of a former student who has passed out less than 10 years ago from the date of the request – Rs.5000/- (Rupees five thousand only).
- Fee for change of name / name of parent(s) / date of birth of a former student who has passed out more than 10 years ago from the date of the request – Rs.10,000/- (Rupees ten thousand only).

No request from any former student of Jamia Hamdard/CDOE shall be allowed altogether to change his/her name, parent(s) name and date of birth in the University records, at any time, as it amounts to change of identity of an individual.

Authority: Approval of the Vice-Chancellor, Jamia Hamdard dated 13.11.2025.

  
Registrar

Copy to:

- The Director, CDOE, Jamia Hamdard
- The Controller of Examination, Jamia Hamdard
- The Finance Officer, Jamia Hamdard
- Incharge, HAH-CIT, Jamia Hamdard
- Assistant Registrar (Academic), Jamia Hamdard
- AR/Secretary to the Vice-Chancellor, Jamia Hamdard
- Notice Board, CDOE / Website

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**APPLICATION FOR CORRECTION OR CHANGE IN NAME / DATE OF BIRTH IN  
UNIVERSITY RECORDS, AS PER QUALIFYING CERTIFICATE / GAZETTE  
NOTIFICATION**

1. Name of the candidate (in Block Letters): .....
2. Address for communication with email and mobile number .....  
.....  
.....
3. Name Correction/Change needed .....  
(In Block Letters)
4. Name of the Examination, in the documents of .....  
which correction/change is to be effected
5. Date of birth correction/change needed .....
6. Details of documents in which correction/change is to be affected (original is to be submitted):

S.No.	Name of the Programme / Course	Details
01.	Degree	
02.	Marks Statements	
03.	Any other academic records	

7. Name of the Faculty / School / Department / Centre / Institute .....  
where the candidate studied for the above Programme / .....  
Course of study
8. The Examination on the basis of which the candidate is admitted to the Programme:

Name of the Exam passed	Board / University	Enrolment / Roll Number	Month & Year

9. Details of Gazette Notification(If applicable):

Name of the Gazette

Part/Volume No.

Date of Gazette

10. Details of fee remitted: .....  
(Attach a copy of proof of online payment).

I certify that all the details furnished above are correct to the best of my knowledge and belief.

Signature of candidate.....

Name.....

Date.....

Place.....

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

**Self-Declaration by the Candidate**

**(To be executed in Non-Judicial stamp paper of Rs.100/- duly sworn in the presence of a First Class Magistrate)**

I,..... Son/Daughter of .....

R/o.....do hereby solemnly  
affirm and declare as under: -

1. That I am a bonafide student/former student of Jamia Hamdard, New Delhi.
2. I am a citizen of India and permanently residing at above mentioned address.
3. That my date of birth as per the records of Jamia Hamdard is .....
4. That I have changed my name from ..... to  
..... and published the same in the Gazette of India on.....  
.....(date).
5. That ..... (mention the present name) and  
..... (mention the new name) is only one person.
6. That I will be henceforth known as .....mention the new name) in  
the official records of Jamia Hamdard and other records for all purposes.
7. That my above statements are true and correct and I have not concealed anything thereon.

**Dated:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Student/former Student**



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**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**DEED FOR CHANGE OF NAME BY A STUDENT OR FORMER STUDENT**  
**(To be signed and executed in a non-judicial stamp paper of Rs.100/- duly notarized)**

BY THIS DEED, I the undersigned \_\_\_\_\_ a student/  
former student of Jamia Hamdard (Deemed to be University), New Delhi and lately called as  
\_\_\_\_\_ do hereby absolutely renounce and abandon the use of my said name  
of \_\_\_\_\_ and in lieu thereof assume and adopt the name  
\_\_\_\_\_. And for all purposes of evidencing such change of name I  
hereby declare that:

- 1) I shall at all times hereafter in all records, deeds, documents and other writings and in all actions,  
suits and proceedings as well as in all dealings and transactions matters and things whatsoever, and  
upon all occasions use and subscribe the said name of  
\_\_\_\_\_ as my name in lieu of  
\_\_\_\_\_ abandoned as aforesaid.
- 2) I therefore, hereby expressly authorize, and require all persons whomsoever at all times to  
designate, describe and address me by such adopted name of  
\_\_\_\_\_ only.

In witness whereof I have unto subscribed my former name and adopted name of  
\_\_\_\_\_ and \_\_\_\_\_ affixed my  
signatures on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

**Old Signature of Student / former Student**

**New signatures (if any) of Student / former Student**

**Witnesses:**

1.

2.