



F. No. AUD/19-2/AES/2026/01/Notification/408

Dated: 29 June, 2026

NOTIFICATION

Subject: Notification of the University Policy for Change of Name in Degree, Transcript and Other Academic Documents consequent upon Gender Change, Change in Religion, Marriage, Divorce or other Legally Recognized Change of Name

In pursuance of the approval accorded by the **Board of Management** in its **55th Meeting** held on **19 March 2026** under **Agenda Item No. 55.4.2**, based on the recommendations of the **Academic Council** in its **42nd Meeting** held on **17 March 2026**, the **Competent Authority** is pleased to notify the **University Policy for Change of Name in Degree, Transcript and Other Academic Documents** for implementation in Dr. B.R. Ambedkar University Delhi.

2. The approved **University Policy for Change of Name in Degree, Transcript and Other Academic Documents** is enclosed as **Annexure-I** and shall form an integral part of this Notification.
3. The Policy shall apply to all existing students and ex-students of the University seeking change of name in their degree certificates, transcripts and other academic records consequent upon:
 - i. Gender change;
 - ii. Change in religion;
 - iii. Marriage;
 - iv. Divorce; or
 - v. Any other legally recognized change of name supported by documentary evidence and permitted under applicable law.
4. The Assessment, Evaluation and Student Progression (AES) Division shall process all applications strictly in accordance with the enclosed Policy.
5. All Schools, Centres, Divisions and Offices of the University shall ensure strict compliance with this Notification.
6. This Notification shall come into force with immediate effect.

This issues with the approval of the Competent Authority.

Dean(AES)

Copy to:

1. Office of the Vice-Chancellor
2. Office of the Registrar
3. Controller of Finance
4. Dean, Student Services
5. All Deans of Schools/ Divisions
6. All Heads of Divisions/Centres
7. Deputy Registrar/Assistant Registrars (All)
8. Webmaster – with a request to upload the Notification along with **Annexure-I** on the University Website and Intranet.

Annexure-I

UNIVERSITY POLICY FOR CHANGE OF NAME IN DEGREE, TRANSCRIPT AND OTHER ACADEMIC DOCUMENTS

1. Objective

This Policy prescribes the procedure for change of name in official academic records, degree certificates, transcripts and other examination-related documents of Dr. B.R. Ambedkar University Delhi consequent upon a legally valid change of name arising due to:

- Gender change;
- Change in religion;
- Marriage;
- Divorce; or
- Any other legally recognized change of name.

2. Applicability

This Policy shall apply to all existing students and ex-students (male, female and transgender) of Dr. B.R. Ambedkar University Delhi.

3. Documents Required

The applicant shall submit the prescribed **Name Change Request Form** together with the following documents, wherever applicable:

1. Prescribed Application Form.
2. Prescribed processing fee as notified by the University from time to time.
3. Gender Recognition Certificate issued by the competent authority in case of gender change.

OR

Court Order/Decree/Gazette Notification, wherever applicable.

4. Government-issued Photo Identity Proof reflecting the changed name/gender.
5. Original Gazette Notification relating to change of name.
6. Original newspaper publications regarding change of name in at least two leading Indian daily newspapers, wherever applicable.
7. Self-declaration in the prescribed format.
8. Self-declaration regarding change of gender/religion and consequential change of name, wherever applicable.
9. Matriculation or equivalent certificate, wherever the changed name has already been incorporated therein.

4. Application Procedure

1. Submit the prescribed **Name Change Request Form** together with all required documents.
2. Applications shall be submitted to the **Assessment, Evaluation and Student Progression (AES) Division**, either in person or by post.

5. Processing Time

Applications shall ordinarily be processed within **two weeks** from the date of receipt of complete application along with all requisite documents, subject to verification.

6. Acceptance of Applications

Applications from newly admitted students shall ordinarily be accepted only after completion of the admission process.

7. Approval and Effectiveness

Any change of name shall take effect only after approval by the University. Thereafter, the University's academic records and documents shall reflect the changed name. Where necessary for identification and continuity of records, the changed name may be recorded together with the earlier name as **alias** or **née**, as applicable.

8. Applications involving Gender Transition

Applications involving gender transition shall be processed in accordance with the **Transgender Persons (Protection of Rights) Act, 2019**, the **Transgender Persons (Protection of Rights) Rules, 2020**, and subsequent amendments issued by the Government of India.

9. Amendment of Academic Records

Consequential amendments in degree certificates, transcripts and other examination-related records shall be carried out by the **Assessment, Evaluation and Student Progression (AES) Division**.

11. Compliance

All Schools, Centres, Divisions and Offices of the University shall ensure strict compliance with this Policy.
