

No.

Price : Rs. 5/-

Case No.-----

Receipt No. & Date-----

**SHIVAJI UNIVERSITY, KOLHAPUR**

(Please read all instructions in Appendix 'A')

(Application for Change in Name)

To,

THE REGISTRAR,

SHIVAJI UNIVERSITY, KOLHAPUR-416 004.

Sir,

I, (OLD NAME : IN BLOCK LETTERS SURNAME FIRST)-----

-----the students of this University apply for a change  
to be made in my name in the University records.

2. I am enrolled/registered\* in the University as per my name mentioned above. Details of the same are as stated below :

Enrolment\* No. -----Year-----Class-----Registration.

College -----.

3. I would like to change it to (New Name : In Block Letters, Surname First)

-----  
-----

4. I am appearing at the ensuing University Examination as per Details given below :

Name of the Examination-----Month/s-----

Year-----Roll No. -----Enrollment/Registration \* No.-----

College -----

5. A fee of Rs. 100/- is forwarding herewith £

6. The ground for recording change of name is as follows :

-----  
-----

7. The appropriate Official document, supporting the change of name on the ground mentioned

above, namely-----is

forwarded herewith.

I, hereby solemnly declare that the information furnished by me in this application is true to the best of my knowledge and belief.

P.T.O.

(2)

I further state that I have not migrated from this University.

Full Signature  
of the applicant.

\_\_\_\_\_  
(As per Old Name)

\_\_\_\_\_  
(As per New Name)

Date : \_\_\_\_\_

Encls :

My Full Address :

(IN BLOCK LETTERS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ENDORSEMENT

No. \_\_\_\_\_

Date : \_\_\_\_\_

Forwarded to the Registrar, Shivaji University, Kolhapur for necessary action. The information supplied by the applicant is checked and found correct. I have no objection for the change in the name to be made.

\_\_\_\_\_  
Signature of the Principal of the College,  
Head of the Institution with his seal of  
Designation.

@ College student should send application through the Principal of his College.

\* Strike out whichever is not applicable.

£ Details of payment made i.e. the mode of remittance be specified.

## SHIVAJI UNIVERSITY, KOLHAPUR

**(Rules regarding change of name of a University Student in the records of the University)**

A student, who is enrolled in the University and who desires to have a change made in his name as recorded in the University records shall apply to the Registrar in Form 'A' appended to this rules together with a fee of Rs. 100/- which shall be non-refundable.

1. a) No Change in his/her name will be made in the past records of the University.
2. i) No Change of name in the records of the University may be sanctioned on any one of the following grounds, namely;
  - a) a woman, who in consequence of her marriage desires a change in her name;
  - b) a widow who in consequence of her remarriage desires to change in her name'
  - c) a married woman who has obtained a degree absolute for divorce of annulment of her marriage from a court of law and desires change in her name;
  - d) a person who desires a change in name in consequence of adoption;
  - e) a person who has assumed a new name in such circumstances as may be specified by the order of the Central Government or a State Government, and
  - f) for any other sufficient cause.
- ii) A change of name shall include a change in the name in full or portion thereof or a change in the spelling of any portion of the name.
3. The application as aforesaid shall in the case of grounds mentioned in any of the items from 2(i)(a) to (e) (both inclusive) shall be accompanied by an appropriate official document evidencing the ground for the change or in the alternative by an affidavit evidencing the same. In the case of ground failing under item 2 (i) (f) ground on which the change is applied for;
  - a) The original copy of the marriage registration Certificate/Affidavit/page of the Maharashtra Government Gazete /Attested copy of the adoption deed will be retained in this office for records.

**Explanation :** Appropriate official document, in respect of each of items 2 (i) (a) to (e) both inclusive shall be as given in the table appended to this Rules.

4. i) If the application for a change is based on an item comprised in items 2 (i) (a) to (e) and is in order, the Registrar shall grant it by directing the necessary change in the name to be made in the University records, and shall issue a letter to the concerned Principal with a copy to the student confirming the change made in the name as applied for.
- ii) If the application falls under item 2 (i) (f) and the Registrar finds it in order, he shall grant it and order action as in subparagraph (i) If, however, the Registrar does not consider the ground as sufficient for ordering the change in the University records, he may reject it.

(P.T.O.)

(4)

**TABLE**

(See "Explanation" under para 3 of the Rules)

Item of para 2 (i) Appropriate Official Document.

- |           |    |                                                                                                                        |
|-----------|----|------------------------------------------------------------------------------------------------------------------------|
| a) and b) | .. | Registration Certificate of Marriage or Affidavit or other reliable document in support of the marriage                |
| c)        | .. | Original copy of Degree Absolute for Divorce or Degree of Annulment of marriage                                        |
| d)        | .. | Original copy of Deed of Adoption deed which will be returned after verification and retaining its duly attested copy. |
| e)        | .. | Original copy of gazette copy containing the order of the appropriate Government.                                      |

Vidyanagar,  
Kolhapur-416 004.

---

**BOOK-POST**

TO,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From,

The Registrar,  
Shivaji University,  
Vidyanagar,  
Kolhapur - 416 004.