



Dr. NTR UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA – 520008

**APPLICATION FOR RECOGNITION OF CHANGE IN NAME / SURNAME**

₹ : 1,000/-

NAME OF THE COURSE MBBS / BDS

1.	Name and Surname in full as already recorded (in block letters)	:	
2.	Name and surname in full with the change for which recognition is sought for (in block letters)	:	
3.	Reasons for the proposed change in name together with documents, if any, in support there of	:	
4.	Whether a copy of the notification regarding change of name published in the Government Gazette is attached (Specify Details)		
5.	Name of the course Studying		
6.	Register Number		
7.	Present Month and Year of studying		
8.	College in which studying		
9.	Details of fee paid	D.D.No.	Date:
		Amount:	Bank:
10.	Address for communication		

SIGNATURE OF THE CANDIDATE

**CERTIFICATION BY THE PRINCIPAL**

Certified that the entries made above have been verified and found correct. The reasons assigned for changing name are satisfactory. The application for change of name is recommended.

Station:

Office Seal

Signature of the Principal

Date:

**FOR THE USE BY PRO CELL OF Dr. NTR  
UHS, VIJAYAWADA.**

**Documents to be enclosed:  
(Xerox Copies)**

1. Intermediate Certificate.
2. Marks Memos/Provisional Certificate of M.B.B.S./BDS.
3. A copy of the Gazette in which the change was already got published.
4. Marriage Certificate issued by the competent authority in case of Married Women.
5. Self Addressed A4 Cover.

### INSTRUCTIONS TO THE APPLICANT

1. The fee prescribed for recognition of change in name is Rs.1,000/-
2. A self-addressed sufficiently stamped A4 should be enclosed for sending the Certificate by REGISTERED POST / SPEED POST.
3. The application must be signed only by the candidate.
4. Fees once paid will not be refunded under any circumstances.
5. All payments shall be made in favour of the Registrar, Dr. NTR UHS, Vijayawada payable at Vijayawada from Nationalized Bank.
6. Duly filled in application form and attested documents will only be considered. (Incomplete application will be rejected).
7. The proposed change in name of the applicant has to be notified in the A.P. / T.S. Government Gazette (Notification in the Gazettes of other states are not acceptable).
8. The application should be sent through the Principal of the College affiliated to this University where he / she is studying / last studied.
9. Change in Name/Surname will be considered prior to issue of Original Degree certificate on production of relevant documents. And after completion of the course, basing on this, changed name will appear on Original Degree certificates. Hence candidates are advised to enclose the proceedings issued by Dr.NTR UHS in case of Change in Name/Surname while applying for Original Degree certificate.

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