

Revised fee for Change of Programme/ Medium/ Elective/ Credit Transfer and other services

Sl. No.	Description	Existing fee	Revised fee
1	2	4	4
1	Change of Programme		
i)	BDP (BA/B.Com/B.Sc./BTS)	₹ 500/-plus ₹ 300/-per 2/4 credit course and ₹ 600/-per 6/8 credit course.	₹ 600/-plus ₹ 350/-per 2/4 credit course and ₹ 700/-per 6/8 credit course.
ii)	Master's Degree	A student has to pay the full fee for the new Prog and he/she has to forfeit the fee paid for the earlier Prog. opted by him/her.	A student has to pay the full fee for the new Prog and he/she has to forfeit the fee paid for the earlier Prog. opted by him/her.
2	Change of Medium		
i)	BDP (BA/B.Com/B.Sc./BTS)	₹ 300/-plus ₹ 300/-per 2/4 credit course and ₹ 600/-per 6/8 credit course.	₹ 350/-plus ₹ 350/-per 2/4 credit course and ₹ 700/-per 6/8 credit course.
ii)	Master's Degree	₹ 300/-plus ₹ 500/-per 2/4 credit course and ₹ 1000/-per 6/8 credit course.	₹ 350/-plus ₹ 600/-per 2/4 credit course and ₹ 1200/-per 6/8 credit course.
3	Change of Course/Elective		
i)	BDP (BA/B.Com/ B.Sc./BSW/BTS)	₹ 300/-per 2/4 credit course and ₹ 600/-per 6/8 credit course.	₹ 350/-per 2/4 credit course and ₹ 700/-per 6/8 credit course.
ii)	Master's Degree	₹ 500/-per 2/4 credit course and ₹ 1000/-per 6/8 credit course.	₹ 600/-per 2/4 credit course and ₹ 1200/-per 6/8 credit course.
4	Issue of 'Duplicate' Student Id. Card		
i)	Student Id. Card	₹ 200/-	--NIL--
5	Migration Certificate		
i)	Migration Certificate	₹ 400/-	₹ 500/-
6	Credit transfer/credit exemption (internal & external)		
i)	Under-graduate Programmes (including Certificate & Diploma Prog.)	₹ 200/-	₹ 250/-
ii)	Post-graduate Programmes	₹ 400/-	₹ 500/-
7	Change of Name		
i)	All Programmes	₹ 400/-	₹ 500/-



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Application for Change of Address/Correction of Name

Date: / /

To
 Registrar, SRD
 IGNOU
 Maidan Garhi
 New Delhi-110 068

Please tick the appropriate box:	
Change/Correction of Address :	<input type="checkbox"/>
Correction of Name :	<input type="checkbox"/>

(THROUGH CONCERNED REGIONAL DIRECTOR)

Enrollment No.

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 Programme
 Name (in caps)

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

Old Address	New Address
.....
.....
.....
City:	City:
Pin Code:.....	Pin Code:.....
State:.....	State:.....

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded _____ (In CAPITAL LETTERS)

Correct Name _____ (In CAPITAL LETTERS)

.....
 Signature of Student

Phone/Mobile Number

FOR OFFICE USE

CONTROL NUMBER..... LOTNO..... DATE.....

Dr. Himansu K Bose
Registrar (SRD)

IG/SRD/2019/18155
18th September 2019

Madam / Sir,

SRD has been receiving requests of students forwarded by Regional Centres for change / correction of name after the issue of final Grade Card / Degree. In this regard, your kind attention is being drawn to the relevant provisions of IGNOU Prospectus i.e. clause 6.31 – wherein this is clearly mentioned that, “requests for corrections / change of name / surname will be entertained only before the completion of the respective programme”.

It was also resolved in a meeting of the concerned officials of the University to strictly adhere to the above mentioned rule regarding change / correction of names.

Therefore, under this circumstance you are requested not to forward any such request to the SRD with immediate effect.



18.9.19.

Dr. Himansu K Bose
Registrar (SRD)

To

1. All Regional Directors : for information and necessary action
2. Pro-Vice-Chancellor (RK): for information.
3. Hon'ble V.C: for information.