

NAME CORRECTION PROCESS

Documents:

Student has to submit below documents to departmental student section coordinator.

1. Handwritten application (addressed to Principal, GP, Porbandar).
2. GTU application form.
3. Self-attested photocopy of student's marksheet HSC/SSC. (2 copies)
4. Self -attached photocopy of marksheets with wrong name (if any). (2 copies)

Note:

1. Process for Name correction of student in GTU portal will be preceded once in a semester (normally at semester end)
2. The student who has already appeared in last semester examination/received Provisional Degree Certificate/Degree Certificate cannot apply for Name Correction.

APPLICATION FOR NAME CORRECTION

Student Name:
Branch:
Enrollment No:
Mobile No:
Date:

To,
The Registrar,
Gujarat Technological University,
Chandkheda, Ahmedabad

Subject: Name correction in GTU database

Respected Sir,

Herewith _____ I,

(Enrollment No. _____) would like to inform you that as per my **S.S.C.** marksheet my name is _____

and in GTU database it is written as _____.

So I request you to change my name as per **S.S.C** marksheet. Please find attached documents for your reference.

Thanking you.

Yours Sincerely,

(_____)

Enclosures:

- Copy of S.S.C. Marksheet

STUDENT APPLICATION FOR NAME CORRECTION

Date:- __/__/____

STUDENT DETAILS

COURSE NAME	DIPLOMA											
ENROLLMENT NO.(12 DIGIT):												
NAME OF STUDENT (IN CAPITAL):												
CONTACT DETAILS:												
E-MAIL ID:												
COLLEGE CODE :	627					BRANCH CODE:						

<u>Name Correction</u>	
Student Wrong Name	
Student Correct Name	
Documentary Proof	<input type="checkbox"/> College Forwarding letter along with student hand written application with details. <input type="checkbox"/> Photo copy of student's mark sheet of HSC/ SSC/ School Leaving Certificate/Gujarat Government Gazette copy. <input type="checkbox"/> Photo copy of Marksheets with wrong name (if any). Also fill the details in below Table – A)

Applicant must tick in given box for particular document and attach in given order for individual application.**Table –A**

<u>Sr no</u>	<u>Semester</u>	<u>Regular/Remedial</u>	<u>Month and year</u>

Note:

Students must not submit original Marksheets having wrong name along with the application. The wrong Marksheets must be submitted at the time of receiving correct Marksheets only.

Instructions for the Students:

1. Student's must have to submit listed document as above (i.e. Documentary Proof and Table-A). Application without above details/Documents will not be processed. (i.e. not taken into consideration).
2. If Student is not available for receiving grade card (applied for) then student needs to provide following document along with receiving person. Student need to verify grade card while receiving from university.
 - Authority Letter of Student
 - Receiving Person's Photo Id Proof
 - Student Photo Id Proof
3. If student has submitted application for change in Marksheet due to "Name Correction", then track the status through the link: -<http://students.gtu.ac.in/MarksheetRequestTrack.aspx>

DECLARATION

I, hereby under sign, declare that, I have read all the instructions and the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.

Signature of Applicant