



**Visvesvaraya Technological University**  
"Jnana Sangama", Belagavi - 590 018, Karnataka State

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REGISTRAR

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Ref VTU/BGM/Aca-OS/Gen-Cirs/2019-20/5504

Date :

3 OCT 2019

**CIRCULAR**

**Subject: Documents to be submitted for Change of Name of  
in University records – reg..**

- Ref: 1. This office circular No. VTU/Aca/Circular/2010-11/2865  
dt: 28-06-2010  
2. Legal opinion dated 22-09-2019  
3. Hon'ble Vice-Chancellor approval dt: 30-09-2019

With reference to the above, this is to inform that the students and parents of the students who wish to change their name in the records of the University shall submit the following documents and information.

- Application mentioning the intension for changing the name
- Publication in two leading newspapers and
- An affidavit on stamp paper of Rs. 20 signed before Notary
- Processing fee of Rs. 500 (fee to be online on VTU web portal)

However, for correction in marks cards, grade cards and other documents the student has to apply to Registrar(Evaluation), VTU, Belagavi separately.

This circular supersedes all the previous circulars in this regard.

BY ORDER,

REGISTRAR

To,

- The of Principals of All Engineering Colleges (Constituent, Affiliated, Autonomous) under the ambit VTU, Belagavi
- The Chairpersons of all VTU Departments

Copy to:

- Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi for kind information
- The Registrar(Eval.), VTU, Belagavi for kind information
- The Finance Officer, VTU, Belagavi for kind information
- The Regional Directors (I/C) of all the Regional Offices of VTU for information/ circulation
- The Special officer, Mangalore Extension Centre, VTU
- The Computer Network centre, VTU, Belagavi for uploading on VTU website