



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2021

No. 20, Ward Place  
Colombo 07

05<sup>th</sup> November 2021

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**NAME TO BE WRITTEN ON THE DEGREE CERTIFICATE**

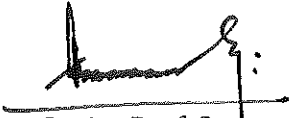
Your kind attention is invited to the Commission Circular Nos. 292 of 09.11.1985 and 870 of 02.12.2005.

1. The Commission at its 1054<sup>th</sup> meeting held on 06.05.2021 having considered the instances where the student name given when registering for the Course of Study at Higher Education Institutions/Institutes could be changed during the course of study the provisions stipulated in previous Circulars issued in this regard decided as follows;
2. The name on the Degree Certificate will be that under which a student has registered for a course of study:

Provided however,

- a) Requests for changes of parts of a name are allowed only if each such part of name is in the Birth Certificate and the request is made with sufficient proof of same before the effective date of the Degree.
- b) Name changes will be recognized only if the request is made before the effective date of the Degree supported by the relevant documentation to prove that the proper legal procedure has been followed.
- c) In case of a member of clergy, upon reverting to lay life before the effective date of the Degree, the name appearing in the Birth Certificate will be written on the Degree Certificate.
- d) In case of a lay student upon becoming a member of clergy his/her new name can be written on the Degree Certificate on submission of legally accepted documents to prove his/her new name, i.e. Samanera/Upasampada Certificate, Silmatha Certificate, Ordination Certificate, etc., before the effective date of the Degree.

- e) Instances mentioned under (a)- (d) can be only allowed before the conferment of the Degree if the request for name change has been duly approved by the Council provided the recommendation of the Senate of the respective University has been obtained.
3. Commission Circular Nos. 292 of 09.11.1985 and 870 of 02.12.2005 are hereby rescinded, without prejudice to any action taken so far under such Circulars.
4. Please take action accordingly.



Senior Prof. Sampath Amaratunge  
Chairman

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  4. Members of the UGC
  5. Secretary/UGC
  6. Registrars of Universities
  7. Deans of Faculties
  8. Accountant/UGC
  9. Bursars of Universities
  10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
  11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
  12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
  13. Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
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