

# Undertaking for Submission of Original Documents

Date: \_\_\_\_\_

To,  
The Registrar  
[Institution/Organization Name]  
[Address Line 1]  
[Address Line 2]

Subject: Undertaking for Submission of Original Documents

I, \_\_\_\_\_ (Full Name), son/daughter of \_\_\_\_\_, having  
Application/Registration No. \_\_\_\_\_, do hereby undertake that I will submit the following original  
documents as required:

1. Academic Certificates and Mark Sheets
2. Transfer Certificate / Leaving Certificate
3. Proof of Identity (e.g., Aadhaar Card, Passport)
4. [Other Required Document]

I affirm that all information provided by me is true and correct to the best of my knowledge. I understand that failure to submit the aforementioned original documents within the stipulated timeframe may result in the cancellation of my admission/appointment or any other action as deemed appropriate by the institution.

I hereby agree to abide by all rules and regulations related to the submission and verification of documents.

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Signature of the Applicant  
(Name: \_\_\_\_\_)

## Important Notes:

- This undertaking is a legally binding declaration.
- Ensure all relevant original documents are listed and included.
- False information or failure to submit documents can lead to admission/appointment cancellation.
- Keep a copy of this undertaking for your records.
- Original documents are required for verification as per institutional policies.