

Undertaking for Submission of Original Leaving Certificate and Original Marksheet

Date: __ / 05 / 2026

To,
The Principal,
St. Andrews College,
Bandra west.

Subject: Undertaking for Submission of Original Leaving Certificate and Original Mark-sheet

Respected Madam,

I, _____, Parent/Guardian of Master/Miss _____ who has taken admission to Class FYJC ARTS/SCIENCE/ COMMERCE for the academic year 2026-2027 hereby undertake that I will submit the original Leaving Certificate and Marksheet to the college office the previous school at the earliest.

I understand that submission of the Original Leaving Certificate and Marksheet is mandatory to complete the admission process. In case I fail to submit the document within the stipulated time, the college reserves the right to cancel my child's admission. I take full responsibility for the submission of the required documents within the given deadline. I understand that the admission given to the student is Probationary till submission of the original documents.

Thank you,
Yours faithfully

Parent Name		Student Name	
Signature		Signature	
Contact No.		Contact No.	
Email ID		Email ID	
		FORM NO.	

For office use only :

Documents collected:

1. Original Marksheet : _____

2. Original leaving certificate : _____