Place, Date

…………………………………………..

(Name and Surname)

…………………………………………..

(Address)

…………………………………………..

 (E-mail Address)

…………………………………………..

 (Phone number)

**Subject:** Undertaking for submission of documents

Respected Sir/Madam,

I hereby undertake that I am yet to submit [choose a document]. I will submit the balance documents by [choose deadline][[1]](#footnote-1). The major reason for not submitting the documents was \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Awaiting for decision/ submitted somewhere else/other reason).

Yours Faithfully/Sincerely,

……………………………………………………………

 (handwritten signature)

1. In case of missing Apostille/ legalization deadline is 15 September (for studies starting from the winter semester) or 15 February (for studies starting from the summer semester) and in case of the decision of the Education Superintendent deadline is by the end of the first semester. [↑](#footnote-ref-1)