

Dated:\_\_\_\_\_

**Dean Academics,**  
Guru Nanak Dev Engineering College,  
Ludhiana.

Through : HOD\_\_\_\_\_

**Subject: Regarding Re-Admission in \_\_\_\_\_ semester, session Jan/July\_\_\_\_\_ to  
June/Dec\_\_\_\_\_.**

Sir,

It is hereby requested that I \_\_\_\_\_ s/o  
\_\_\_\_\_, have taken admission in B.Tech./M.Tech./MBA/MCA in  
\_\_\_\_\_, branch under class roll no.\_\_\_\_\_ university roll  
no.\_\_\_\_\_. My name was struck-off from college rolls due to not filling regular  
examination form/non-payment of semester fee (strike out which in not applicable) /any other reason  
\_\_\_\_\_ for the semester Jan./July\_\_\_\_\_ June/Dec.\_\_\_\_\_. I  
want re-admission in \_\_\_\_\_ semester as regular candidate for the session  
Jan./July\_\_\_\_\_ June/Dec.\_\_\_\_\_.

All the necessary documents are attached herewith.

Yours faithfully,

Signature of candidate

Name of Candidate\_\_\_\_\_

Mobile No.\_\_\_\_\_

**Attachments:-**

1. Copy of result notifications (Regular & Re-appear) of all semesters attended
2. Copy of recent previous semester fee slip
3. Original Gap Affidavit

**Gap Affidavit Specimen**

**Self-declaration regarding discontinuity in studies (Gap Affidavit) on minimum of Rs.15/- stamp paper) attested by a Notary Public or Executive Magistrate**

**UNDERTAKING**

I \_\_\_\_\_ S/D/o Sh. \_\_\_\_\_

R/o \_\_\_\_\_ do hereby solemnly

affirm and declare as under:-

1. That I discontinued my study from \_\_\_\_\_ to \_\_\_\_\_
  
2. That during the above period I was not involved in any offence or in any illegal activity and,
  
3. That no criminal case is pending against me in any court.

**Deponent**

**Verification**

Verified that the above said contents are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

**Deponent**