

**\*\*UQ Scholarship Application Letter Checklist Template\*\***

1. **\*\*Personal Information\*\***
    - Full Name
    - Address
    - Contact Number
    - Email Address
  2. **\*\*Date of Application\*\***
    - [Insert Date]
  3. **\*\*Recipient Information\*\***
    - Name of Scholarship Committee/Recipient
    - University of Queensland
    - Specific Department (if applicable)
    - Address
  4. **\*\*Subject Line\*\***
    - Application for [Name of Scholarship]
  5. **\*\*Salutation\*\***
    - Dear [Recipient's Name/Scholarship Committee],
  6. **\*\*Introduction\*\***
    - Brief self-introduction
    - Purpose of the letter (applying for the scholarship)
  7. **\*\*Academic Background\*\***
    - Current study program
    - Relevant achievements and qualifications
  8. **\*\*Financial Need\*\***
    - Explanation of financial situation
    - Justification for scholarship need
  9. **\*\*Extracurricular Activities\*\***
    - List relevant extracurricular activities and roles
    - Highlight leadership or volunteer experiences
  10. **\*\*Future Goals\*\***
    - Academic and career aspirations
    - How the scholarship will help achieve these goals
  11. **\*\*Conclusion\*\***
    - Expression of gratitude for considering the application
    - Invite for further communication (e.g., contact for more information)
  12. **\*\*Closing\*\***
    - Sincerely/Best Regards
    - [Your Name]
    - [Your Student ID (if applicable)]
  13. **\*\*Attachments\*\***
    - Mention any attached documents (e.g., CV, transcripts, recommendation letters)
  14. **\*\*Proofreading\*\***
    - Check for grammar, spelling, and clarity
  15. **\*\*Submission Method\*\***
    - Confirm submission process (email, online portal, etc.)
- \*\*End of Checklist\*\***