

****UJ Application Letter Checklist****

1. **Header**

- Date
- Your Name
- Your Address
- Your Email
- Your Phone Number

2. **Recipient Information**

- Admissions Office
- University of Johannesburg
- Address of the University

3. **Salutation**

- Dear [Recipient's Name or "Admissions Committee"],

4. **Introduction**

- Purpose of the letter
- Specific program applied for

5. **Body Paragraphs**

- Academic background
- Relevant experience
- Skills and strengths
- Motivation for choosing UJ
- Future goals

6. **Conclusion**

- Thank the recipient
- Reiterate enthusiasm for the program
- Mention any attached documents (if applicable)

7. **Closing**

- Sincerely,
- Your Name

8. **Attachments (if needed)**

- CV/Resume
- Transcript
- Recommendation Letters
- Other relevant documents