

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

1. **\*\*Personal Information\*\***
  - Full Name
  - Contact Information (Email, Phone Number)
  - Student ID (if applicable)
2. **\*\*Date\*\***
  - Current Date
3. **\*\*Recipient Information\*\***
  - Scholarship Committee or Relevant Contact Person
  - University of Queensland
  - Address of the university
4. **\*\*Salutation\*\***
  - Dear [Recipient's Name or "Scholarship Committee"],
5. **\*\*Introduction\*\***
  - Purpose of the letter
  - Specific scholarship being applied for
6. **\*\*Academic Background\*\***
  - Current course of study
  - GPA or academic achievements
  - Relevant qualifications
7. **\*\*Motivation for Applying\*\***
  - Reason for interest in the scholarship
  - Connection between the scholarship and future goals
8. **\*\*Extracurricular Activities\*\***
  - Involvement in clubs, volunteer work, or community service
  - Leadership roles or significant contributions
9. **\*\*Financial Need\*\***
  - Brief explanation of financial situation (if applicable)
  - How the scholarship will assist in achieving educational goals
10. **\*\*Conclusion\*\***
  - Reiterate interest in the scholarship
  - Thank the committee for their consideration
11. **\*\*Signature\*\***
  - Sincerely,
  - [Your Name]
12. **\*\*Attachments\*\***
  - CV/Resume
  - Academic Transcripts
  - Reference Letters (if required)