

Sample Funding or Scholarship Documents

1. Proof of Financial Capacity (For Self-Funded Applicants) – Bank Statement Letter

[Bank Letterhead]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

[Date]

To: Admissions Office

[University Name]

[Department Name]

[University Address]

Subject: Verification of Financial Capacity – [Applicant Name]

Dear Admissions Committee,

This letter is to certify that **[Applicant Name]**, holder of account number **[XXXXXXXX]**, has maintained an account with [Bank Name] since **[Account Opening Date]**. As of **[Latest Statement Date]**, the balance in this account is **AUD [Amount]**, which is sufficient to cover tuition fees and living expenses for the duration of [his/her/their] PhD program at **[University Name]**.

[Applicant Name] has consistently maintained a stable financial standing, and based on our records, they have the financial capacity to support their academic studies in Australia.

Should you require any further details, please do not hesitate to contact us.

Sincerely,

[Bank Representative's Name]

[Bank Representative's Title]

[Bank Name]

Phone: [Bank Contact Number]

Email: [Bank Email]

2. Sponsorship Letter (Employer/Government Sponsored Applicant)

[Company/Government Letterhead]

[Company/Government Organization Name]

[Company Address]

[City, State, ZIP Code]

[Date]

To: Admissions Office

[University Name]

[Department Name]

[University Address]

Subject: Sponsorship Confirmation for [Applicant Name]

Dear Admissions Committee,

On behalf of **[Company/Organization Name]**, I am pleased to confirm that we will be sponsoring **[Applicant Name]** for their PhD studies in **[Field of Study]** at **[University Name]**. This sponsorship covers the following:

- Full tuition fees for the duration of the PhD program.
- Living expenses amounting to **AUD [Amount]** per year.
- Research and conference-related travel expenses.

[Applicant Name] is a valued employee/member of our organization, and we recognize the importance of their research in contributing to advancements in **[Industry/Field]**. We have agreed to support their education under the conditions outlined in our sponsorship agreement, which is attached to this letter.

Should you require further information, please feel free to contact us at **[Sponsor Contact Information]**.

Sincerely,

[Authorized Signatory's Name]

[Job Title]

[Company/Organization Name]

Email: [Sponsor Email] | Phone: [Sponsor Phone]

3. Scholarship Confirmation – Australian Government RTP Scholarship Offer Letter

[University Letterhead]

[University Name]

[Scholarship Office Address]

[City, State, ZIP Code]

[Date]

To: [Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Subject: Australian Government Research Training Program (RTP) Scholarship Offer

Dear [Applicant Name],

I am pleased to inform you that you have been awarded an **Australian Government Research Training Program (RTP) Scholarship** for your PhD studies in **[Field of Study]** at **[University Name]**.

The RTP Scholarship includes:

- Full coverage of tuition fees for up to **[Duration]** years.
- A stipend of **AUD [Amount]** per annum to support living expenses.
- Additional allowances for research costs and conference travel (if applicable).

Your scholarship is subject to compliance with university policies, full-time enrollment, and satisfactory academic progress throughout your PhD candidature. Further details regarding the terms and conditions of this scholarship are attached.

Please confirm your acceptance of this offer by signing and returning the attached agreement no later than **[Deadline Date]**. Should you have any queries regarding this scholarship, please contact the Scholarships Office at **[Scholarships Email]**.

Congratulations on your achievement, and we look forward to welcoming you to **[University Name]**.

Sincerely,

[Scholarship Officer's Name]

Scholarship Coordinator

[University Name]

Email: [Scholarship Email] | Phone: [Scholarship Office Contact]

4. University/Industry Scholarship Award Letter

[University/Industry Letterhead]

[University/Industry Name]

[Scholarship Office Address]

[City, State, ZIP Code]

[Date]

To: [Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Subject: [University/Industry Name] PhD Scholarship Award

Dear [Applicant Name],

Congratulations! We are pleased to offer you the **[Scholarship Name]** to support your PhD research at **[University Name]**. This competitive scholarship has been awarded in recognition of your outstanding academic achievements and research potential in **[Field of Study]**.

This scholarship includes:

- A full tuition waiver for the duration of the PhD program (**[Number] years**).
- An annual stipend of **AUD [Amount]** to cover living expenses.

- Research funding up to **AUD [Amount]** for materials, fieldwork, and conference attendance.

You are required to maintain **full-time enrollment** and demonstrate satisfactory progress throughout your research. Please review the attached terms and conditions and confirm your acceptance by signing and returning the acceptance form by **[Deadline Date]**.

If you have any questions, please contact **[Scholarship Coordinator Name]** at **[Scholarship Email]**.

We look forward to welcoming you to **[University Name]** and supporting your academic journey.

Best regards,

[Scholarship Coordinator's Name]

Scholarship Administrator

[University Name/Industry Sponsor]

Email: [Scholarship Email] | Phone: [Scholarship Office Contact]

Final Notes:

- **Self-Funded Applicants:** Ensure **bank statements** are from a reliable institution, with sufficient funds covering **at least one year** of tuition and living costs.
- **Sponsored Applicants:** Obtain an **official letter from the sponsor** (company, government, or organization) specifying the financial commitment.
- **Scholarship Recipients:** Universities or funding agencies provide **official award letters**, which should be included in the application.