



**Faculty of Land and Food Systems
Dietetics Major
APPLICANT INFORMATION PACKAGE 2019**

This document provides guidance on how to prepare and submit the written application package. Full details on program admission requirements and application procedures are available in the [Dietetics Major entry in the UBC Academic Calendar](#) and the [Prospective Students section of the Dietetics Major website](#).

1. General written package submission requirements:

- a) Submit required items in one large envelope, labelled with:
 - (1) your name,
 - (2) your [Dietetics Applicant Number](#), and
 - (3) the words, "Dietetics Major Application Package".
- b) Include the following items, in this order:
 - (1) Integrated Dietetics Program Application Fee
 - (2) Application Form
 - (3) (IF APPLICABLE) Explanatory notes / documents related to course requirements
 - (4) (IF APPLICABLE) Permission to apply to the program for a third time
 - (5) Applicable transcripts
 - (6) Cover letter
 - (7) Resume
 - (8) Confidential reference 1
 - (9) Confidential reference 2
- c) Prepare each required item in accordance with the guidelines included in this document.
- d) Do not submit extra items (e.g., extra cover letter or resume pages, samples of work):
 - Such items will be removed prior to sending the package out for review, which is likely to have a detrimental impact on your written package score.
- e) Ensure your 2019 Dietetics Applicant Number is included (typed or hand-written) on the top right-hand corner **of every page** of each document submitted.
- f) As documents will be scanned electronically for selection panel review:
 - do not use staples (if you need to keep documents together, use paper clips);
 - print documents SINGLE sided;
 - avoid use of extremely lightweight paper, and
 - do not fold documents (exception: documents already in sealed envelopes).
- g) Ensure the package is submitted by the deadline:
 - Dietetics Major application packages must be **received** no later than 4pm PST on January 31st
 - Note: If January 31 falls on a weekend, packages are due at 4pm on the previous business day.
 - Late packages are not accepted.
 - Submit to:

**Room 230 (main reception desk)
Food Nutrition and Health Building
2205 East Mall
Vancouver, BC V6T 1Z4**

2. Integrated Dietetics Program Application Fee

- a) Submit payment (amount per the information [at this link](#) - see **Land and Food Systems section**).
- b) Provide either cheque or bank-issued money order, payable to UBC Faculty of Land and Food Systems (**no cash**).
- c) Ensure your name and [Dietetics Applicant Number](#) are noted on cheque or money order.

d) If using a cheque, ensure it is signed.
e) If the cheque or money order is issued from a US bank, note words “CDN Funds” next to the dollar amount.
3. Application Form
- Ensure all fields are complete and you have signed the form.
4. Explanatory notes / documents related to course requirements (if applicable)
- Include if needed to communicate information around prerequisite course requirements (e.g., documentation to verify a prerequisite course exemption or approval of a social science course taken at another institution).
5. Permission to apply to the program for a third time (if applicable)
- Provide copy of 2019 Dietetics Admissions Special Permission Form, with approval section completed by dietetics advisor.
6. Applicable transcripts
a) Applicants presently enrolled in a UBC degree program: - No need to submit transcripts that were previously submitted as part of your application to UBC.
b) Other applicants: - Include official transcripts, in sealed envelopes, for any post-secondary prerequisite and/or program courses completed outside of UBC. - If courses are still in progress at the time of application, at the end of the current academic term: (1) Send official final transcripts to LFS Student Services . (2) Also send official final transcripts to UBC Admissions, if you have applied to the B.Sc. in Food, Nutrition and Health program,
c) All applicants: - Do not submit high school transcripts.
7. Cover letter
a) Comply with technical requirements: - Maximum 2 pages - One inch margins, adequate white space, readable font no smaller than 12 points - No personal identifying information included (e.g., your name, signature, contact information) - Includes date, salutations (addressed to the faculty, selection committee or appropriate other), closing word or phrase, (e.g., “sincerely, the applicant”) - Single spaced paragraphs with a space between each paragraph - Layout, font choice, and graphic elements (if used) convey a professional impression
b) Include details to convey your commitment to and suitability for the program, including: - Your reasons for applying to dietetics - Personal qualities and skills that make you suitable for the dietetics profession (refer to indicators in the Dietetics Major academic calendar entry) - How experiences (e.g., academic, employment, volunteer, personal) have contributed to acquisition of knowledge and skills relevant to the dietetics profession - Any other information that you feel the review committee should be aware of in assessing your application package
8. Resume
a) Comply with technical requirements: - Maximum 2 pages - One inch margins, adequate white space, and readable font no smaller than 12 points - No personal identifying information included (e.g., your name, signature, contact information, link to personal blog or social media accounts) - Report employment and volunteer experiences in separate sections - Quantify all employment and volunteer experiences by providing date or date range and extent of involvement in hours, e.g., “event assistant, September 18, 2018, 4 hours”, “community clinic volunteer,

September 2017 – April 2018, 10 hours per week”, or “foodservice worker, May-August 2018, 30 hours per week”)

- For paid employment or volunteer activities supervised by a dietitian, include the name of the dietitian supervisor
- b) Summarize experiences to demonstrate your commitment to and suitability for the program and profession (refer to indicators in [Dietetics Major academic calendar entry](#)), including evidence of:
- Food, nutrition and/or dietetics-related experience
 - Communication experience, verbal and written (e.g., customer service, committee work, public speaking, report writing, educational material development, blogging)

9. Confidential reference 1

- a) Choose referee in accordance with requirements:
- Has directly supervised or mentored you as an employee, a volunteer, or in an educational setting as part of a major initiative with involvement beyond the classroom.
 - Is not a:
 - (1) fellow student or peer;
 - (2) a family member or close family friend; or
 - (3) a course instructor / faculty member / school teacher, whose only relationship with you has been as a teacher in a classroom setting.
- b) Aim to select a referee who has insight into the skills and qualities you possess that make you a good candidate for a dietetics / health sciences career:
- If possible, obtain at least one reference from a dietitian.
 - To support the referee in the review task, you may wish to share a copy of your resume, and have a conversation about the experiences, skills and qualities that make you a suitable applicant.
- c) Comply with technical requirements:
- Instruct each of your referees to prepare the reference using the 2019 Dietetics Major Applicant Reference Form (available within the [Prospective Students](#) tab of the program website), asking that they type the reference into the Word template if possible.
 - **Do not** re-use a reference form from a past application, as the reference form is revised annually.
 - Make sure to give the referee ample time to complete the reference in advance of the submission deadline.
 - Ensure referees are familiar with the referee technical guidelines, including the need to:
 - (1) avoid using your name anywhere on the form (to facilitate blinded review);
 - (2) use a paper clip, and not staples, to attach pages (to facilitate scanning for review);
 - (3) print off the completed form (single sided), then date, sign, and seal it in a full page sized envelope with your name on it, and sign again across the sealed flap; and
 - (4) return sealed reference directly to you.

10. Confidential reference 2

- a) Refer to guidance notes under Reference 1, above.
- b) **NOTE: In addition**, ensure that you know Referee 2 from a different context than Referee 1.