



Faculty of Land and Food Systems
Dietetics Major
APPLICANT INFORMATION PACKAGE 2021

This document provides guidance on how to prepare and submit the dietetics 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](#).

To apply to the UBC Dietetics Major, you need to complete the UBC Dietetics Major Application Form (online via Qualtrics) found [here](#).

Please note: When submitting your online application, you can save your progress, exit, and complete the application at a later time. Once you click submit, there is no way to edit or change your application. To avoid submitting your application form prematurely, we recommend that you carefully review the following instructions and have all your information ready prior to starting. If you have questions please contact the [UBC dietetics program](#).

1. UBC Dietetics Major Application Form (online via Qualtrics) Requirements:

a) You will need the following information ready and with you before starting your UBC Dietetics Major Application Form:

- (1) Your full name (legal name and preferred name),
- (2) Your UBC student number,
- (3) Your [Dietetics Applicant Number](#),
- (4) Prerequisite course history – for each required prerequisite course listed in the online form, you will be asked to indicate if you have completed the course OR if you are currently taking the course (in progress). You must also indicate if you have/are taking the course at UBC or have/are taking the equivalent elsewhere. For pre-requisite courses that are not taken at UBC you will be asked to provide the *Name of Institution, Course Abbreviation, and Course Number* of the courses.
Note: courses must be verified as equivalent prior to applying using the [BC Transfer Guide](#) (if applicable), or by contacting LFS Student Services at students@landfood.ubc.ca
- (5) If applicable, information regarding failed/repeated courses and explanatory notes/documents related to course requirements.
 - For example, information related to prerequisite course requirements (e.g., documentation to verify a prerequisite course exemption or approval of a social science course taken at another institution).
- (6) Cover letter and resume, all in one document and saved according to instructions below,
- (7) The names and email addresses of your 2 confidential referees.

b) Ensure that you have reviewed the following components on the website prior to starting your application:

- (1) [Prospective Students section of the Dietetics Major website](#)
- (2) [Dietetics Major Entry](#)
- (3) [Program's Skills and Abilities Document](#)

c) Ensure all fields in the form are complete and ready to submit by the deadline:

- UBC Dietetics Major Application Form must be submitted no later than 4pm PST on the last Friday in January (Note for 2021 this is: January 29th). Late applications will not be accepted.

2. 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:

- Please make sure you have submitted your transcripts to UBC undergraduate admissions. If you have additional transcripts to submit please contact LFS Student Services (students@landfood.ubc.ca). All official final transcripts should be sent to UBC Admissions at the end of the current academic term.

c) All applicants: Do not submit high school transcripts.

3. Cover letter

- a) Comply with technical requirements:
- Maximum 1 page (extra pages will not be reviewed)
 - 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 (e.g. dear selection committee), 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

The purpose of the cover letter is to showcase who you are and why you are a good candidate for the dietetics profession.

4. Resume

- a) Comply with technical requirements:
- Maximum 2 pages (extra pages will not be reviewed)
 - 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)
 - Quantify relevant employment and volunteer experiences by providing date or date range and extent of involvement in approximation of hours, e.g., “event assistant, September 18, 2018, 4 hours”, “community clinic volunteer, Sept 2017 – April 2018, 10 hours/week”, or “food service worker, May-Aug 2018, 30 hours per week”)

The purpose of the resume is to provide evidence of suitability for the profession through a description of your relevant experiences, skills and qualities.

5. Cover letter and resume criteria

The cover letter and resume content will be scored as a whole. This is an opportunity to highlight your personal qualities and skills, which make you an excellent candidate for the dietetics profession. Refer to indicators in the [Dietetics Major academic calendar entry](#) for non-academic assessment criteria. We recommend focusing on the indicators that are most relevant to you. The following criteria will be used to assess your written cover letter and resume:

- a) Commitment to and suitability for the dietetics profession
- Provide a rationale for pursuing a career in dietetics
 - Demonstrate insight into the profession
 - Convey how experiences have contributed to professionally-relevant skills
 - Provide evidence of professionally-relevant personal qualities
- b) Professionally-relevant experience
- Food, nutrition and/or dietetics-related experience
 - How experiences (e.g., academic, employment, volunteer or personal) have contributed to your acquisition of knowledge and skills relevant to the dietetics profession.
 - Exposure to fast-paced environments requiring rapid decision-making
 - Provide examples of professionalism (e.g. how you build and establish trust, how are you accountable, how are you dependable?)
- c) Communication-related experience
- Provide evidence of verbal and written communication-related experience (e.g., customer service, committee work, public speaking, report writing, educational development, event advertising, infographics, social media etc.)

6. Confidential references

- a) Please submit **two** confidential references. Referee 1 and 2 should be from different contexts.
- b) 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.
- c) 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:
 - To support the referee in the review task, you may wish to share a copy of your resume/cover letter, and have a conversation about the experiences, skills and qualities that make you a suitable applicant.
- d) Comply with technical requirements:
 - Instruct your referees to prepare the reference using the 2021 Dietetics Major Applicant Reference Form
 - **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 any identifiers (e.g. your name, contact information etc.) anywhere on the form (to facilitate blinded review);
 - (2) maintain confidentiality of references by not sharing with applicant,
 - (3) **save references electronically with the following file name: Applicant number.reference.2021** (i.e. 211234.reference.2021)
 - (4) submit the reference electronically according to the instructions on the Reference Form

7. Applicant checklist

In the UBC Dietetics Major Application Form (online via Qualtrics), you will be asked to read and confirm the following before providing an electronic signature and submitting your application:

1. I have familiarized myself with the [Prospective Students section of the Dietetics Major website](#) and the [Dietetics Major Entry](#) in UBC's Academic Calendar for details on program admission requirements and application procedures.
2. I have reviewed the Program's [Skills and Abilities Document](#) to inform myself of the performance abilities and characteristics that are necessary for successful program completion.
 - a) I am aware of the requirement to contact UBC's [Centre for Accessibility](#) in advance of applying if I have any concerns about the ability to meet these requirements due to disability.
3. I am aware that in addition to submitting this application package, I need to be accepted into UBC's Bachelor of Science in Food, Nutrition, and Health (BSFN) program. Any of the following options are ok:
 - a) I am already a student in the BSFN program.
 - b) I have already been accepted to the BSFN program for September 2021.
 - c) I applied online via the Student Service Centre by January 15th 2021 to the BSFN program.
4. I have paid the Integrated Dietetics Program Application Fee [here](#). The application fee can be found on the [UBC academic calendar](#). For 2021 the application fee is \$60.00.
5. Applicable only to students presently in year 4 of a BSFN major: I am aware that I should consult LFS Student Services about the logistics of applying for graduation from my current program
6. Should I be accepted into the program, I am aware that I may be required to relocate within British Columbia for some or all of the practice education component of the program
7. I am aware that if short-listed, I will need to be available for an interview in late April 2021 (dates to be announced at the time of shortlisting)