

## INSTRUCTIONS FOR FORM A:

- ✓ **Initial Information Block:**
  - Fill in your name, e-mail address, phone number and the name of your faculty recommendation letter writer.
  - Indicate your UCD, Transfer, Overall (UCD+Transfer), DPD Overall, DPD Professional, and DPD Science Grade Point Averages. You can obtain these on sisweb or calculate yourself. If you attended Community College, this GPA is not included in your total UCD transcript GPA.
- ✓ **"Early Deadline Internships Only" Block:**
  - Early deadline internships should be listed on lines 1, 2, and 3 **only**. If you have more than three internships with an early deadline, copy page one and attach. It is imperative that you supply the deadline date so that your documents can be prepared on time. Please check the box if this program is **not** participating in DICAS. Deadlines can be as early as December 1<sup>st</sup> for the Spring Match.
- ✓ **"Regular Deadline Internships" Block:**
  - There are spaces for seven regular deadline internships – if you are applying to more than seven locations, use an additional form. Each space should indicate the name of the internship, as well as the city and state where it is located. If there are two internships with the same name in the same city and state, be sure to indicate which one is appropriate. Please check the box if a program is **not** participating in DICAS.
- ✓ **"Courses Taken from this Instructor" Block:**
  - Indicate which courses you have taken from the faculty member writing your letters of recommendation.
- ✓ **Other Institutions Attended Block:**
  - Indicate any other institutions attended. UC Davis Extension courses should be noted, since they do not show up on your regular UC Davis transcript.
- ✓ **"Graduate School Applications" Block:**
  - If you are applying to graduate schools, with or without the DI, you need to attach a separate list of instructions. If you are applying to combined DI/MS programs, these should be listed under the Internship blocks as well.
  - Attach a list of the graduate schools to which you are applying, including the program name, addressee (to whom the letter should be addressed), and mailing address. Highlight all program deadlines and include any other pertinent information, such as the type of degree (MS, MPH, MBA, etc.), and what subject area (nutrition, nutritional science, nutritional biology, etc.).
- ✓ **"Attach Photo Here" Block:**
  - Attach a recent photograph here. This will help the faculty member remember you from classes.
- ✓ **Miscellaneous Information:**
  - You only need to fill out pages two to six of Form A once. Make photocopies for each professor who is writing letters for you. Be sure to update the "Courses Taken from this Instructor" Block on page one for each individual professor. Attach a signed *Authorization for Disclosure of Information* form to each request.
  - For non-DICAS programs –
    - ✓ First and foremost, follow the instructions from each individual program's website.
    - ✓ If hard-copy letters are required, please indicate where they should be sent. If you are required to include these letters with your application, be sure to provide letter writers with envelopes addressed to each individual internship and an envelope (addressed to yourself) that is large enough to mail everything to you. You should also provide the letter writer with signed Waiver of Access forms from each individual program, IF the program requires it. When choosing to indicate whether a letter is confidential, keep in mind that confidential letters have more weight in the selection process. They are regarded as more honest and realistic.
    - ✓ If an individual internship does not use the standard *Academy Waiver and Recommendation* form, you must provide the appropriate form to those who are writing letters of recommendation for you. Be sure to follow any specific instructions provided with non-standard forms, including necessary signatures.
  - Nutrition Department Faculty and Staff members should receive Form A **NO LATER THAN THE FIRST DAY OF CLASSES IN THE WINTER QUARTER**. Be sure that you have already contacted them (**by the end of finals in December**) to ask them to write letters for you. Extended holiday or sabbatical leaves may impact their ability to fit letter writing into their schedules. Be aware that most faculty members will be writing letters for several students.