

INSTRUCTIONS FOR FORM B:

✓ **Initial Information Block:**

- Fill in your name, e-mail address, phone number and the name of your faculty advisor.
- Indicate your UCD, Transfer, and Overall Grade Point Averages.

✓ **"Early Deadline Internships Only" Block:**

- Early deadline internships should be keyed into Internship lines 1, 2, and 3 **only**. If you have more than three internships with an early deadline, contact the Advising office immediately to obtain a more appropriate form. It is imperative that you supply the deadline date so that your documents can be prepared in time. Please check the box if this program is not participating in DICAS.

✓ **"Regular Deadline Internships" Block:**

- There are spaces for seven regular deadline internship addresses – 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. The Nutrition Department office has full address information available so you do not need to provide complete addresses. Please check the box if this program is not participating in DICAS.

✓ **"Courses Taken from this Instructor" Block:**

- Indicate which courses you have taken from the person writing your letters of recommendation.

✓ **"Transfer ADA Courses" Block:**

- Indicate any ADA coursework that was taken at a location other than UC Davis. UC Davis Extension courses should be noted as well, since they do not show up on your regular UC Davis transcript.

✓ **"Attach Photo Here" Block:**

- Attach a recent photograph here. This will help the faculty member to remember you from classes.

✓ **Miscellaneous Items of Information:**

- You only need to fill out pages two to four of Form B 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.
- If you are having letters written by someone outside of the Department of Nutrition, be sure to provide them with envelopes addressed to each individual internship and an envelope (addressed to yourself) that is large enough to mail all of them to you. These should be returned directly to you.
- If an individual internship does not use the standard ADA 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 B **NO LATER THAN THE LAST DAY OF FINALS IN THE FALL QUARTER**. Be sure that you have already contacted them (**by the first weekday of 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.