

INSTRUCTIONS FOR FORM B:

✓ **Initial Information Block:**

- Fill in your name, e-mail address, phone number and the name of your faculty recommendation letterwriter.
- Indicate your UCD, Transfer, and Overall (UCD+Transfer), 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.
- Enter the date of your first deadline on the "DATE OF FIRST DEADLINE" field.

✓ **"Graduate School Programs" Block:**

- There are spaces for five graduate school programs – if you are applying to more than five programs, add an additional page. Each space should indicate the deadline date, name of the program and university, type of degree (MS, MPH, MBA, etc.), subject area (nutrition, nutritional science, nutritional biology, etc.), as well as the city and state where each program is located. Please check the box if a program participates in an online recommendation system.
- Deadlines can be as early as December 1st for the following fall, so plan accordingly.
- If you are applying to multiple schools that use one online application, it's fine to list only one entry for the online application as your letter writer will only write one letter. For example: SOPHAS for public health, AMCAS for medical school, etc.
- If there are additional instructions needed, please attach a separate sheet outlining the specifics of each program.
- Note: once you've submitted Form B to the department, it's important to input your letter writers' names into each program's online application in a timely manner. This will generate an email to the letter writer requesting your recommendation letter.

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

- Indicate which courses you have taken from the faculty member writing your letters of recommendation and include the quarter you took the course and your final grade.

✓ **Other Institutions Attended/Degrees/Certifications Block:**

- Indicate any other institutions attended, degrees obtained, and additional certifications you've received. UC Davis Extension courses should be noted, since they do not show up on your regular UC Davis transcript.

✓ **"Attach Photo Here" Block:**

- Attach a recent photograph here. The photo is required. This will help the faculty member remember you.

✓ **Miscellaneous Information:**

- You only need to fill out Form B once; however, include separate cover pages (page 1) for each instructor from whom you are requesting a letter. Be sure to update the "Courses Taken from this Instructor" Block on page one to include information for each individual professor writing letters for you.
- Additional Instructions –
 - ✓ 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. 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.
- Nutrition Department Advising Office should receive Form B via e-mail (nutforms@ucdavis.edu) **NO LATER THAN 30 days prior to the first deadline**. Be sure that you have already contacted faculty members to ask them to write letters for you **by the end of finals in December for Spring applications**. 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.

IMPORTANT: If you are applying to multiple types of programs with different due dates, everything needs to be included with your Form B at one time. Applications should be completed and email requests to letter writers sent so that your letter writers can complete everything at one time. Faculty/staff do not have time to respond to multiple requests for additional letters at later dates. The only exception is if you don't get an offer from your initial applications and need additional letters for later applications.