

## 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.
- Enter the date of your first deadline on the "DATE OF FIRST DEADLINE" field.
- **Note:** once you've submitted Form A 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. For the Spring DICAS application, you can begin to submit your letter writers' information at the beginning of December, once DICAS reopens for the Spring Match.

### ✓ **"Early Deadlines Programs Only" Block:**

- Early deadline internships & graduate programs should be listed on lines 1, 2, and 3 **only**. If you have more than three programs 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. For the Fall Match, any deadline before September 25<sup>th</sup> is considered early.

### ✓ **"Regular Deadline-Programs" Block:**

- There are spaces for seven regular deadline internships & graduate programs – if you are applying to more than seven locations, use an additional form. Each space should indicate the name of the program, 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 and include the quarter you took the course and your final grade. If a course is in progress, indicate your current grade so far.

### ✓ **Other Institutions Attended Block:**

- Indicate any other institutions attended/Degrees/Certifications. 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 (this is in addition to listing ALL programs on page one). If you are applying to MS or DI/MS programs, these should be listed in the left-hand columns, as many programs require letters for DICAS as well as for the graduate school.
- Attach a list of the graduate schools (see page 2 of FORM A) 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. The photo is required. This will help the faculty member remember you.

### ✓ **Miscellaneous Information:**

- You only need to fill out Form A 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.
- For non-DICAS programs –
  - ✓ First and foremost, follow the instructions from each individual program's website.
  - ✓ If hard-copy or electronic 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.
  - ✓ 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 Advising Office should receive Form A via e-mail ([nutforms@ucdavis.edu](mailto:nutforms@ucdavis.edu)) **NO LATER THAN THE FIRST DAY OF CLASSES IN THE WINTER QUARTER (Spring Match) OR AUGUST 15<sup>th</sup> (Fall Match)**. 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 the Spring Match or mid-July for the Fall Match**. 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 after the DICAS/D&D deadlines, everything needs to be included with your Form A. **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 match and need additional letters for the second round application period.