

INSTRUCTIONS FOR FORM B:

✓ **Initial Information Block:**

- Fill in your name, e-mail address, phone number and Student ID Number.
- Check the applicable box if you are also applying for scholarships.

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

- Early deadline internships (any internship with a due date prior to the DICAS/D&D deadline for the Spring/Fall Match is considered an early deadline internship) should be keyed into Internship lines 1, 2, and 3 only. If you have more than three internships with an early deadline, copy another Form B and attach. It is imperative that you supply the deadline date(s) so that your documents can be prepared in time. Please check the box if a program is **not** participating in DICAS. Deadlines can be as early as December 1st for the Spring Match and before September 25th for the Fall Match.

✓ **"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. 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 the program is **not** participating in DICAS.

✓ **"Course Schedule" Block:**

- Indicate which courses you still need to complete and the quarter in which you intend to complete them. Be sure to include any non-DPD courses as well. This information will be used to generate a "Declaration of Intent to Complete" form, which Dr. Steinberg will complete online. If you have already graduated, a "Verification Statement" will be generated online in DICAS.

✓ **"Transfer Courses" Block:**

- Indicate any DPD 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.

✓ **"Recommendations Requested From" Block:**

- Indicate the name(s) of any Department of Nutrition faculty or staff member who is writing letters of recommendation to go with your application packet.

✓ **Miscellaneous Information:**

- Turn in Form B and a signed copy of the *Authorization For Disclosure of Information* form to the Nutrition Advising Office via e-mail (jereyes@ucdavis.edu) **NO LATER THAN THE FIRST DAY OF CLASSES FOR THE WINTER QUARTER (or by August 15th for the Fall Match).**
- If you have additions or deletions on your list after you have handed in Form B, please contact the Nutrition Advising Office and appropriate faculty members immediately. Please note that non-DICAS additions ~~changes~~ may not be accepted after January 15th.
- If there are special instructions for a particular internship, please make note of this on the form.

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.