# DIRECTIONS FOR COMPLETING THE APPLICATION FOR APPOINTMENT TO THE COORDINATED PROGRAM IN DIETETICS (CPD)

Application forms are available on the Dietetics Program website: <http://he.utexas.edu/ntr/cpd-php/coordinated-program/prospective-students>

Applications are due September 17, 2021 at 11:59pm CST

Step 1: Download application forms [here](https://he.utexas.edu/ntr/dietetics/coordinated-program-in-dietetics/prospective-students).

Step 2: Completed application forms and save using the following naming conventions:

* LastnameFirstname\_A\_ApplicationForm.pdf
* LastnameFirstname\_B\_RecordOfCoursework.xlsx
* LastnameFirstname\_C\_CoursesChecklist.xlsx
* LastnameFirstname\_D\_Schedule.pdf
* LastnameFirstname\_E\_Letter.pdf
* LastnameFirstname\_F\_Resume.pdf
* LastnameFirstname\_G\_TranscriptList.pdf

Step 3: Upload completed forms [here](https://utexas.app.box.com/f/a8e49bcd49634dafb1e8bf2257b660a4).

If you are not affiliated with UT, you will need to have a Box account. You can sign up for a free account at Box.com.

Step 4: Complete [Student Record of Coursework form](https://docs.google.com/forms/d/e/1FAIpQLSfHO26MJqFebC2Bi8N1c9IzV_7cfBw9TjeQPADEVS6sMxSigg/viewform?usp=sf_link).

Step 5:

Submit your official transcripts to Monica Milonovich at mmilonovich@utexas.edu.

Students who are not currently enrolled at the University of Texas at Austin must apply for Spring admission to the University. Applicants who have not applied for UT admission cannot be considered for appointment. The Fall admission deadline for transfer students is March 1; for former students July

1. Final admission to the Coordinated Program is contingent on being admitted to the University.

ADOBE:

If you don’t have Adobe reader or if you can’t open these forms with your version, download the current version [here](https://get.adobe.com/reader/).

1. APPLICATION FORM: Download and complete the Application for Appointment form. Be sure to provide detailed information about all employment and volunteer activities. The application committee will not consider activities not included on this form even if they are detailed in application letters or resumes. Do not submit the second page for employment or volunteer activities if no entries have been made.
	* + Save in PDF format (LastnameFirstname\_A\_ApplicationForm.pdf) for submission.
	1. RECORD OF COURSE WORK: Download and complete the three-page spreadsheet listing (1) cumulative GPAs on the first page, (2) chemistry, biochemistry and biology courses on the second page, and (3) nutrition (including food science and food systems management) courses on the third page. Complete the spreadsheet using Excel. For each of the science and nutrition courses, select a grade or “Not Taken.” Do not leave any blanks in the Grade columns. Enter grades very carefully. Omitting or changing grades will subject your application to possible disqualification. Do not alter any functions of the spreadsheet. Any alterations will subject your application to possible disqualification. Save in Excel (xlsx) format for electronic submission.
	* Save in XLSX format (LastnameFirstname\_B\_RecordOfCoursework.xlsx) for submission.
	* Complete this [form](https://docs.google.com/forms/d/e/1FAIpQLSfHO26MJqFebC2Bi8N1c9IzV_7cfBw9TjeQPADEVS6sMxSigg/viewform?usp=sf_link) using the record of coursework worksheet. (Values in form and worksheet must match to be considered.)
	1. REQUIRED COURSES CHECKLIST: Download and complete the form. Using Excel, fill out the form by clicking the box by each course that you have completed or are currently taking. Save in Excel (xlsx) format for electronic submission.

Applicants must complete the following courses by the end of the fall semester:

• CH 301, 302, 204, 320M and BCH 369

• BIO 311C, 325 and 365S

• NTR 307, 107L, 312, 112L, 315, 218, 118L, 326, 126L and two courses

chosen from NTR 334, 234L, 332 and 330

* + Save in XLSX format (LastnameFirstname\_C\_CoursesChecklist.xlsx) for submission.
	1. CURRENT SCHEDULE AND ACADEMIC RECORDS: Download and complete the form listing your Fall class and work schedule and identifying the unique number and instructor for science courses. Save in PDF format for electronic submission. Applicants are asked to sign the form granting permission for the CPD selection committee to access academic records and contact professors to evaluate current performance in classes.
	+ Save in PDF format (LastnameFirstname\_D\_Schedule.pdf) for submission.
	1. LETTER OF APPLICATION: There are no forms to download for this portion of the application. Write a one- to two-page typed (single spaced, 1.25 inch margins, size 11 font) letter of application discussing the points listed below. This letter should be written in business format. Omission of the required topics will detract from the completeness of your application.
* Explain your interest in pursuing a career in dietetics. Discuss why you have chosen to apply to the UT Coordinated Program and what you think you can contribute to the program as a student.
* Describe your strengths and areas you believe you still need to develop. Give examples to illustrate your strengths. Discuss what you are doing to address those areas that still need development.
* Describe your readiness for a graduate degree program. The Graduate Studies Committee (GSC) prefers students with a strong Nutritional Sciences GPA and a strong Science GPA. Make sure the GSC can understand you are a good fit for the master’s degree program at the University of Texas at Austin.
* In addition to the information listed above, use the letter as a means to introduce yourself to the CPD faculty. Describe important experiences and aspects of yourself not otherwise apparent in the

application. For example, use the letter as a way of communicating to the selection committee prior dietetics experience, a period of poor academic performance, a history of overcoming disadvantage, unique skills or experiences relevant to success in the CPD or the field of dietetics, etc.

* + Save in PDF format (LastnameFirstname\_E\_Letter.pdf) for submission.
	1. RESUME: There are no forms to download for this portion of the application. Any professional style and layout is acceptable.
	+ Save in PDF format (LastnameFirstname\_F\_Resume.pdf) for submission.
	1. TRANSCRIPT: Create a list of institutions from which you request transcripts and save in PDF format. Request an official transcript from the University of Texas at Austin. Photocopies are not acceptable. Additional transcripts are required from all other colleges or universities attended. Transcripts should be mailed to the above address. Do not fax or email copies of your transcripts; unofficial, unsealed, scanned copies of transcripts cannot be accepted. Due to COVID-19 many institutions are not mailing out printed transcripts. Therefore, we will accept official transcripts sent electronically directly from the institution. Transcripts must be received by the application deadline.
	+ Save in PDF format (LastnameFirstname\_G\_TranscriptList.pdf) for submission.

## Application Checklist

In order to be considered for appointment to the Coordinated Program in Dietetics, a complete application package must be received by the deadline.

1. NOTIFICATION OF SELECTION STATUS: Applications will be reviewed and selected candidates will be invited to participate in the second stage of selection. All applicants will be notified of their status by email.
2. STAGE TWO OF SELECTION: (only for students invited to the second stage of selection)
	1. REQUEST FOR EVALUATION: If selected for the second stage of selection candidates will ask three people to evaluate your potential for success in the program (preparedness and potential to be a registered dietitian and readiness for graduate school). Include at least one university/college faculty member who is familiar with your academic performance and one employer/ supervisor who is familiar with your work experience (if applicable). Do not get letters of recommendation from selection committee members Do not select family members or personal friends. Evaluation forms will be sent to those invited to participate in stage two of the selection process.
	2. VIDEO: If selected for the second stage of selection candidates will submit a video to the selection committee. Detailed instructions for the video will be provided with notification letter.
	3. VISIT WITH CPD FACULTY: Candidates selected for stage two will also schedule time with their academic advisors followed by a visit with the CPD faculty. Details for these meetings will be provided with notification letter.

Notification of selection decisions will be emailed in late October or early November. Please keep the program advised of any email address changes during this period.