

Application Instructions

UCSF Medical Center Dietetic Internship

1. Completed applications must be postmarked **no later than February 16, 2010**.
2. The completed application materials must be word processed or typed. The packet should be placed in a **manila file folder** with your name and the name of the school issuing your verification statement on the tab. **Please assemble materials in the order indicated below.**
3. **Application fee.** Enclose a check for \$50.00 made out to the "UC Regents". This fee will cover processing of your general internship application and is not refundable.
4. **Fill out the application form.** Use the Supervised Practice Application Form which can be downloaded from the Dietetic Educators of Practitioners website at <http://www.depdpg.org>.

Please follow instructions below for completing your application form:

Education

Please indicate **your major**, in addition to your degree, in the Education section on page 2.

Recommendations

Please note that UCSF requests **four** letters of recommendation. Please attach a separate page listing your fourth reference.

Work Experience

Please include **BOTH dietetics AND non-dietetics work experiences** in the Work Experience section of the application form. We feel this gives applicants the opportunity to share information about a variety of work experiences and skills still vital to the dietetic internship experience.

For work experiences comprising less than 10 total hours, please list these experiences on separate page and attach to the end of the application.

Didactic Program in Dietetic (DPD) Courses

List all DPD (Didactic program in Dietetics) course work completed, in progress, and to be taken. For those courses you are currently enrolled in or for courses to be taken, indicate IP ("in progress") or TBT ("to be taken") in the place of a grade.

Note there is no section on the form to list non-DPD coursework. The Admissions Committee will review your transcripts to evaluate other coursework.

List courses in chronological order (oldest to most recent).

Convert all grade point scales to A=4 points if your college or university utilizes a different point scale.

Convert all course units to the same system (quarter or semester) if you have completed courses in both systems.
(semester hours x 3/2 = quarter hours; quarter hours x 2/3 = semester unit).

For repeated courses, list both grades earned but use only higher grade to calculate overall GPA for that category. For example:

Chemistry 000 Fall/01, 4 credits, F, ---
Chemistry 000 Spring/02, 4 credits, B, 12

Do not list additional course work completed to meet degree requirements or course work completed for previous majors/degrees that does not fit into one of the categories. (The Admissions Committee will review your transcripts and note additional courses you have taken).

5. **UCSF Personal Statement Questions.** You may retype the questions with your answers or download from our internship website. Please limit your response to one (1) page for item #1, and half a page each for items #2 and #3. Do not forget to complete item #4 which asks you to indicate your foreign language skills. Also, do not forget to sign your name at the bottom of the form!
6. **Include transcript(s) from all schools attended through the most recent school term available.** If you have already graduated, please send your final transcript. Transcript(s) should be official copies or may be photocopies signed by your advisor. Information on Fall 2009 courses and grades should be included, but may be documented by a copy of your fall grade sheet or a list of courses and grades signed by your advisor. Please attach a description of independent studies, special projects, seminars, field experiences, or thesis topics when the course content may not be clear to the Admissions Committee.
7. **All applicants are required to take the GRE.** Specialty exams are not required. Please note that the GRE requirement may be waived for applicants who have completed a graduate degree before the start date of the internship from a graduate school program that did not require GRE for admission.

Information about taking the examination can be obtained from:
Education Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
Telephone: (609) 771-7670
(email) gre-info@ets.org (website) <http://www.gre.org>

If you have not already taken the exam, plan to take the GRE no later than December 2009 to allow scores to be reported by the February 16, 2010 deadline. We prefer receiving a photocopy of your score sheet showing raw score and percentiles in your application packet. If your testing agency does not provide you a score sheet, please include a notation in your application to indicate that the scores will be sent to UCSF directly.

When you take the GRE, please check UCSF (#4840) as your Institutional Code and Nutrition (#0214) as your Major Field Code. Please read carefully when you select the Institutional Code for UCSF as there are several schools with similar names.

8. **Verification Statement or Declaration of Intent to Complete Degree and ADA-Approved Minimum Academic Requirements**, signed by your Program Director.
9. **Three letters of recommendation from professors** in major subjects: one from a professor in nutrition, one from a professor in food service systems management (if not available, a letter from a professor in nutrition, foods or related area is acceptable), and one from another professor in any major subject (including nutrition). **One of these letters must be from your academic advisor or DPD Program Director.** If recommendation forms from The American Dietetic Association are used, we would like the faculty member to include a written summary in addition to the rating scale. The written summary may be on page 2 of the form or an attached

letter. We are interested in any comments they can give us about leadership, scholarship, ability to work in undirected situations, ability to meet deadlines, application of academic knowledge, and the ability to work with others. A copy of the ADA Recommendation Form can be downloaded from the Dietetic Educators of Practitioners website at <http://www.depdpg.org>.

10. **One letter of recommendation from an employer**, if you have had paid or volunteer work experience. If you do not have work experience, send the three references described above in item #9. **Please note:** Since there are only three spaces on the Application Form to list your references (page 2), please attach a separate sheet to your application listing your fourth reference.

11. Mail complete packet in the order requested **and in a manila file folder** to:

Patricia Booth, M.S., R.D., F.A.D.A
Director, UCSF Dietetic Internship
University of California, San Francisco
505 Parnassus Avenue, M-294, Box 0212
San Francisco, CA 94143-0212

Please label the file folder with your name (last name, first name) and school issuing your Verification Statement.

12. If you want documentation the application has been received, send it "return receipt" or include a self-addressed stamped postcard, which will be mailed back to you. If you send your application by Federal Express or other delivery service, please indicate "Monday through Friday" Delivery.

13. **Computer Matching.** All applicants to Dietetic Internships (DI) must participate in computer matching. Applicants should request this material from any ADA-approved Didactic Program in Dietetics or from D&D Digital Systems. This request should be made to allow turnaround time for submitting **by the February 16, 2010 postmark deadline**. There is a \$50 charge for computer matching that is due with the applicant's prioritized ranking. Address requests to:

D&D Digital Systems

ADA DI Computer Matching
304 Main Street
Ames, IA 50010-6148

Phone: (515) 292-0490
E-mail: dnd@netins.net
Website: <http://www.dnddigital.com>

Your matching results will be available to you April 5, 2010 on the D&D Digital website. D&D will send instructions and a password to you.

You are to notify Internship Directors of acceptance of appointment by April 7, 2010. If we are not able to offer you an appointment, your application materials will be kept in our files until August 1, 2010. If you wish materials returned or forwarded to another person, please contact us in writing before that date.

Thank you for making the Admissions Committee's task less difficult by complying with these procedures. Your attention to detail is appreciated!