



**DIETETICS MAJOR, Faculty of Land and Food Systems  
APPLICANT INFORMATION PACKAGE 2022**

*The UBC Dietetics Program is located at the UBC Vancouver Point Grey campus, which is situated on the traditional, ancestral and unceded territory of the Musqueam People. We are privileged to have program partners and students work and learn on the many traditional lands around BC.*

This document provides guidance on how to prepare and submit the dietetics application package. Full details on program admission requirements and application procedures are available in the [Dietetics Major entry in the UBC Academic Calendar](#) and the [Prospective Students section of the Dietetics Major website](#).

**To apply to the UBC Dietetics Major, you need to complete the UBC Dietetics Major Application Form (online via Qualtrics) found [here](#).**

**Please note:** When submitting your online application, you can save your progress, exit, and complete the application at a later time. Once you click submit, there is no way to edit or change your application. To avoid submitting your application form prematurely, we recommend that you carefully review the following instructions and have all your information ready prior to starting. If you have questions please contact [dietetics.admissions@ubc.ca](mailto:dietetics.admissions@ubc.ca).

**Accessibility:** We invite applicants who identify as a disabled person or as living with an ongoing medical condition ([UBC Disability Accommodation Policy](#)) to [contact UBC's Centre for Accessibility](#) to discuss any of the following topics as related to UBC Dietetics Program admissions: accommodations, concessions and strategies to help you with your disability-related access needs during the admissions cycle or once admitted to the program as well as to [request Special Consideration for Admissions](#) in alignment with UBC's Special Consideration for Undergraduate Admissions. Any requests for accommodations or concessions or for special consideration related to admissions should be made to UBC's Centre for Accessibility no later than the UBC Dietetics admissions deadline.

**1. UBC Dietetics Major Application Form (online via Qualtrics) Requirements**

**a) You will need the following information ready and with you before starting your UBC Dietetics Major Application Form:**

- (1) Your full name (legal name and preferred name),
- (2) Your UBC student number,
- (3) Your [Dietetics Applicant Number](#),
- (4) Prerequisite course history – for each required prerequisite course listed in the online form, you will be asked to indicate if you have completed the course OR if you are currently taking the course (in progress). You must also indicate if you have/are taking the course at UBC or have/are taking the equivalent elsewhere. For pre-requisite courses that are not taken at UBC you will be asked to provide the *Name of Institution, Course Abbreviation, and Course Number* of the courses.  
**Note:** courses must be verified as equivalent prior to applying using the [BC Transfer Guide](#) (if applicable), or by contacting LFS Student Services at [students@landfood.ubc.ca](mailto:students@landfood.ubc.ca)
- (5) If applicable, information regarding failed/repeated courses and explanatory notes/documents related to course requirements.
  - For example, information related to prerequisite course requirements (e.g., documentation to verify a prerequisite course exemption or approval of a social science course taken at another institution).
- (6) Cover letter and resume, all in one PDF document and saved according to instructions below,
- (7) The names and email addresses of your 2 confidential referees.

**b) Review the following on the UBC Dietetics website prior to starting your application:**

- (1) [Prospective Students section of the Dietetics Major website](#)
- (2) [UBC Academic Calendar Dietetics Major Entry](#)
- (3) [Program's Skills and Abilities Document](#)

**c) Ensure all fields in the form are complete and that you submit the form by the deadline of 4pm on the last Friday of January (Jan 28 for 2022 admissions cycle). Late applications will not be accepted.**

<p><b>2. Applicable transcripts</b></p>
<p>a) Applicants presently enrolled in a UBC degree program:</p> <ul style="list-style-type: none"> <li>- No need to submit transcripts that were previously submitted as part of your application to UBC.</li> </ul> <p>b) Non-UBC applicants:</p> <ul style="list-style-type: none"> <li>- Please make sure you have submitted your transcripts to UBC undergraduate admissions. If you have additional transcripts to submit please contact LFS Student Services (<a href="mailto:students@landfood.ubc.ca">students@landfood.ubc.ca</a>). All official final transcripts should be sent to UBC Admissions at the end of the current academic term.</li> </ul> <p>c) All applicants: Do not submit high school transcripts.</p>
<p><b>3. Cover letter</b></p>
<p>a) Comply with technical requirements:</p> <ul style="list-style-type: none"> <li>- Maximum 1 page (extra pages will not be reviewed)</li> <li>- One-inch (2.54 cm) margins, adequate white space, readable font no smaller than 12 points</li> <li>- No personal identifying information included (e.g., your name, signature, contact information)</li> <li>- Include the following information: Dietetics Applicant Number, date (dd/mm/yyyy), salutations ('Dear Selection Committee'), closing phrase ('Sincerely, The Applicant')</li> <li>- Single spaced paragraphs with a space between each paragraph</li> <li>- No graphics</li> <li>- Refrain from using gendered pronouns; instead, use they/them/their pronouns.</li> </ul> <p><b>The purpose of the cover letter is to showcase who you are and why you are a good candidate for the dietetics profession.</b></p>
<p><b>4. Resume</b></p>
<p>a) Comply with technical requirements:</p> <ul style="list-style-type: none"> <li>- Maximum 2 pages (extra pages will not be reviewed)</li> <li>- One-inch (2.54 cm) margins, adequate white space, and readable font no smaller than 12 points</li> <li>- No personal identifying information included (e.g., your name, signature, contact information, link to personal blog or social media accounts)</li> <li>- Include Dietetics Application Number on the first page</li> <li>- Quantify relevant employment and volunteer experiences by providing date or date range and extent of involvement in approximation of hours (provide your best estimate or averages if needed). E.g., "event assistant, September 18, 2020, 4 hours", "community clinic volunteer, Sept 2020 – April 2021, 10 hours/week", or "food service worker, May 2021-Aug 2021, 30 hours per week").</li> </ul> <p><b>The purpose of the resume is to provide evidence of suitability for the dietetics profession through a description of your relevant experiences, skills and qualities.</b></p>
<p><b>5. Cover letter and resume criteria</b></p>
<p>The cover letter and resume content will be scored as a whole. This is an opportunity to highlight your qualities and skills, which make you an excellent candidate for the dietetics profession. Refer to indicators in the <a href="#">Dietetics Major academic calendar entry</a> for non-academic assessment criteria. We recommend focusing on the indicators that are most relevant to you. The following criteria will be used to assess your written cover letter and resume:</p> <p>a) Commitment to and suitability for the dietetics profession</p> <ul style="list-style-type: none"> <li>- Provide a rationale for pursuing a career in dietetics</li> <li>- Demonstrate insight into the profession</li> <li>- Convey how experiences have contributed to relevant skills and personal qualities</li> </ul> <p>b) Highlight relevant experiences</p> <ul style="list-style-type: none"> <li>- Food, nutrition and/or dietetics-related experience</li> <li>- How experiences (e.g., academic, employment, volunteer or personal) have contributed to your acquisition of knowledge and skills relevant to the dietetics profession</li> </ul>

- Exposure to fast-paced environments requiring rapid decision-making
  - Provide at least one example of conducting yourself in a manner that is respectful to others (e.g. how you build and establish trust, how are you accountable, how are you dependable)
- c) Communication-related experience
- Provide evidence of verbal and written communication-related experience (e.g., customer service, committee work, public speaking, report writing, educational development, event advertising, infographics, social media etc.)
  - How communication experiences have contributed to relevant skills

## 6. Confidential references

- a) Please submit **two** confidential references. Referee 1 and 2 should be from different contexts.
- b) Choose referee in accordance with requirements:
- Has directly supervised or mentored you as an employee, a volunteer, or in an educational setting as part of a major initiative with involvement beyond the classroom.
  - Is not a:
    - (1) fellow student or peer;
    - (2) a family member or close family friend; or
    - (3) a course instructor / faculty member / school teacher, whose only relationship with you has been as a teacher in a classroom setting.
- c) Aim to select a referee who has insight into your skills and qualities
- To support the referee in the review task, you may wish to share a copy of your resume/cover letter, and have a conversation about the experiences, skills and qualities that make you a suitable applicant.
- d) Comply with technical requirements:
- Instruct your referees to prepare the reference using the 2022 Dietetics Major Applicant Reference Form
  - **Do not** re-use a reference form from a past application, as the reference form is revised annually.
  - Make sure to give the referee ample time to complete the reference in advance of the submission deadline.
  - Ensure referees are familiar with the referee technical guidelines, including the need to:
    - (1) avoid using any identifiers (e.g. your name, contact information etc.) anywhere on the form (to facilitate blinded review);
    - (2) refrain from using gendered pronouns, instead use they/them/their pronouns,
    - (3) maintain confidentiality of references by not sharing with applicant,
    - (4) **save references electronically with the following file name: Applicant number.reference.2022** (i.e. 211234.reference.2022)
    - (5) submit the reference electronically according to the instructions on the Reference Form

## 7. Applicant checklist

In the UBC Dietetics Major Application Form (online via Qualtrics), you will be asked to read and confirm the following before providing an electronic signature and submitting your application:

1. I have familiarized myself with the [Prospective Students section of the Dietetics Major website](#) and the [Dietetics Major Entry](#) in UBC's Academic Calendar for details on program admission requirements and application procedures.
2. I have reviewed the Program's [Skills and Abilities Document](#) to inform myself of the performance abilities and characteristics that are necessary for successful program completion.
3. I am aware of the requirement to contact UBC's Centre for Accessibility in advance of applying if I have any concerns about meeting these requirements due to disability.
4. I am aware that in addition to submitting this application package, I need to be accepted into UBC's Bachelor of Science in Food, Nutrition, and Health (BSFN) program. Any of the following options are ok:
  - a) I am already a student in the BSFN program.
  - b) I have already been accepted to the BSFN program for September 2022.
  - c) I applied online via the Student Service Centre by January 15<sup>th</sup> 2022 to the BSFN program.
5. I have paid the Integrated Dietetics Program Application Fee [here](#). The application fee can be found on the [UBC](#)

[academic calendar](#). For 2022 the application fee is \$61.00.

6. Applicable only to students presently in year 4 of a BSFN major: I am aware that I should consult LFS Student Services about the logistics of applying for graduation from my current program.
7. I acknowledge that I will be required to complete practice education placements at locations throughout BC (see [UBC Dietetics Program Website](#), Policy and Procedures section, *Practice Education Placements*).
8. I am aware that I am responsible for all cost associated with the program (e.g. tuition, program fees, travel, accommodation).
9. I am aware that I will need to be available for an interview in late April 2022, if shortlisted (dates to be announced at the time of shortlisting, typically in March).

“Applicant Information Package.” *Faculty of Land and Food Systems, Dietetics Major.*  
University of British Columbia, [https://dietetics.landfood.ubc.ca/prospective-students/  
how-to-apply/](https://dietetics.landfood.ubc.ca/prospective-students/how-to-apply/).

Dietetics Application Number: XXXX-XXXX

Date:

Dear Selection Committee,

Please consider my application to the Dietetics Major for the 2022 intake.

I have eight years of experience running an event catering company in Canada that specialized in Scandinavian cuisine and delivered hot lunches to three Francophone schools in Vancouver. As a young child in Manila, I helped my parents grow their small street food business into a fast-food chain with 28 branches by working after school hours and weekends and applying the knowledge I gained from my business degree.

I am a good candidate for the dietetics program because, in my previous jobs, developing self-reliance among the staff is an essential part of my profession. To ensure a hospitality team's success, I needed to assess the branch or site's environment, supply the necessary resources, and equip the team with the essential skills to help them succeed independently. Dietitians do the same by teaching patients about the importance of healthy eating and cultivating the right skills that will help the patients independently make healthy eating decisions. My recent volunteer experience working as a coffee cart supervisor at the East Vancouver Dialysis clinic before the pandemic involves teaching new coffee cart volunteers about maintaining appropriate relationships with patients and protecting patient confidentiality.

Collaborating with clients and staff and requesting feedback to achieve the clients' goals are also a few of my strengths. I have proven my ability to connect with people from various ethnicities and diverse educational backgrounds. Ninety percent of the patients and staff in the dialysis clinic are from different ethnic and diverse educational backgrounds. My experience in the catering industry proves that I can communicate, collaborate and lead in a diverse workplace.

Lastly, I will be a good dietitian because my parents successfully instilled a sense of responsibility in me. Being successful in our family includes uplifting the lives of other members of our community. As someone who started out selling street food in the Philippines, attaining an outstanding education is a remarkable achievement. I want to use this education to reduce inequality by providing evidence-based nutritional education to vulnerable populations. I am confident that I will be an excellent public health dietitian.

I hope that my skills, education and background meet your needs, and I look forward to hearing from your team.

Sincerely,

The Applicant

**Dietetics Application Number:**

**XXXX-XXXXXX**

Position applying for:	Dietetics Major Student
<b>Education</b>	
<i>Bachelor of Science in Food, Nutrition and Health</i>	University of British Columbia
<ul style="list-style-type: none"><li>• Studies role of nutrition in disease prevention</li></ul>	Sept 2018 – Present
<i>Associate of Science in Dietetics</i>	Langara College
<ul style="list-style-type: none"><li>• Studied food preparation in health care settings</li></ul>	January 2013 – August 2018
<i>Diploma in Restaurant Management</i>	Regency Hotel Tafe, Adelaide, South Australia
<ul style="list-style-type: none"><li>• Studied culinary arts and food service operations</li></ul>	Sept 2000-June 2001
<i>Bachelor of Business Management</i>	De la Salle University, Manila, Philippines
<ul style="list-style-type: none"><li>• Studied marketing and entrepreneurship</li></ul>	June 1993 – April 1997
<b>Relevant Experience</b>	
<b>East Vancouver Dialysis Clinic</b>	<b>Vancouver, BC</b>
Volunteer Supervisor- Coffee Cart Program	September 2019 - March 2020 60 hours
<ul style="list-style-type: none"><li>• Assisted in formatting the 5th year Dietetics renal manual for UBC.</li><li>• Posted job advertisement, interviewed, and trained newly hired coffee cart volunteers.</li><li>• Organized volunteer schedules and submitted volunteer records to the dietitian.</li><li>• Coordinated with corporate sponsor and collected donations for the coffee cart program.</li><li>• Maintained coffee cart inventory and equipment, and purchased snacks approved by the dietitian.</li><li>• Participated in entertainment programs prepared by the Dialysis unit staff for patients.</li></ul>	
<b>North and East Vancouver Dialysis Clinic</b>	
<i>Coffee Cart Volunteer</i>	January 2017 – September 2019 80 hours

<ul style="list-style-type: none"> <li>Followed renal nutrition guidelines in preparing and providing coffee and snacks to renal patients.</li> <li>Provided administrative work for the dietitian such as updating the Dietetics Manual.</li> </ul>	
<b>Gilpin Elementary School</b>	<b>Burnaby, BC</b>
Multicultural Potluck Committee Member	May 2015- <i>Present</i>
<ul style="list-style-type: none"> <li>Works with committee members on launching a multicultural on-line cooking class program for elementary school students in response to COVID restrictions.</li> <li>Organized annual potluck operations by purchasing food service supplies and setting up banquet equipment during events.</li> </ul>	
<b>Fiesta Creative Catering</b>	<b>New Westminster, BC</b>
Owner	April 2004- <i>March 2012</i>
<ul style="list-style-type: none"> <li>Collaborated with graphic and website designers in creating an effective on-line marketing strategy using search engine optimization that increased catering sales by 300%.</li> <li>Designed and implemented school hot lunch menus in coordination with parents, teachers, and kitchen staff.</li> <li>Created a hot lunch website that integrated order, payment and hot lunch labels with names of individual students.</li> <li>Delivered over 100 school hot lunches, four days a week to Ecole Anne-Hebert, Jules Verne, and Rose-de-Vents located in Vancouver.</li> <li>Prepared food and cooked for special events for up to 1000 guests per weekend during summer and holiday seasons.</li> <li>Supervised up to 20 kitchen and food service staff.</li> </ul>	
<b>LAS Foods Limited</b>	<b>Las Pinas City, Philippines</b>
Business Operations Supervisor	April 1997 – <i>August 2000</i>
<ul style="list-style-type: none"> <li>Standardized food operations procedures and created a food service manual that enabled a street-food business to grow to 28 branches.</li> </ul>	
<b>Skills &amp; Interests</b>	
<ul style="list-style-type: none"> <li>Completed Fraser Health’s eating disorder seminars for caregivers.</li> <li>Attended a technical writing course and learned about Qualtrics survey system, Wordpress, Linked In and updated technical writing skills.</li> <li>Enjoy teaching cooking skills to children.</li> </ul>	



To: Irene Leung, Committee Head, Multicultural Potluck Dinner at Gilpin Elementary  
From: Lea Ang Salamanca, Student of English 301  
Date: December 2, 2021  
Subject: Request for reference - Application for Dietetics Major at UBC

Dear Ms. Leung,

I hope that this email finds you well. I am requesting you to be a reference for my application for the Dietetics Major at the University of British Columbia. As the founding member of the Multicultural Potluck Dinner at Gilpin Elementary who I volunteered for the last seven years, you are someone who knows me on a professional level and can speak about my characteristics and suitability for the dietetics profession.

The 2022 Dietetics Major Applicant Reference Form is attached to this email. I also included a copy of my resume and cover letter that indicate my experiences, skills and qualities.

Below is the referee technical guidelines in filling up the form:

**My dietetics Applicant number is XXXX-XXXX.**

**Referee Instructions:**

1. Complete the form using a computer if possible. Do not use CAP LOCKS.
2. **IMPORTANT:**
  - a) A blinded process (involving code numbers not names) is utilized to review applicants. Therefore, **please ensure that no personal identifying information about the applicant is included anywhere on this form. In the comment section, refer to “the applicant” or “they” (no name, no initials, no he/she pronouns).**
  - b) Obtain the Dietetics Applicant Number from the applicant and enter it on the top of each page (see form field above).
  - c) When complete, save this file as one document with the following name **DieteticsApplicantNumber.reference.2022** (e.g. 221234.reference.2022)
3. Once you have completed the form, please submit it to the UBC Dietetics Program using the Qualtrics Survey link [here](https://shorturl.at/b1R37) (shorturl.at/b1R37),
4. **Please Note: All references must be submitted using the Qualtrics Survey link above by 4 pm on the last Friday of January (January 28<sup>th</sup>, 2022).** We encourage references to be submitted several days prior to the deadline.

Thank you very much for your assistance and I look forward to creating on-line cooking classes with the Multicultural Potluck Committee at Gilpin Elementary in 2022.

Best regards,

Lea Ang Salamanca

To: Michiyo Upton, Renal Dietitian, North and East Vancouver Dialysis Clinic  
From: Lea Ang Salamanca, Student of English 301  
Date: December 2, 2021  
Subject: Request for reference - Application for Dietetics Major at UBC

Dear Ms. Upton,

I hope that this email finds you well. I am requesting you to be a reference for my application for the Dietetics Major at the University of British Columbia. As the renal dietitian of North and East Vancouver Dialysis Clinics who I volunteered for from January 2017-March 2020, you are someone who knows me on a professional level and can speak about my characteristics and suitability for the dietetics profession.

The 2022 Dietetics Major Applicant Reference Form is attached with this email. I also included a copy of my resume and cover letter that includes my experiences, skills and qualities.

Below is the referee technical guidelines in filling up the form:

**My Dietetics Applicant number is XXXX-XXXX.**

**Referee Instructions:**

1. Complete the form using a computer if possible. Do not use CAP LOCKS.
2. **IMPORTANT:**
  - a) A blinded process (involving code numbers not names) is utilized to review applicants. Therefore, **please ensure that no personal identifying information about the applicant is included anywhere on this form. In the comment section, refer to “the applicant” or “they” (no name, no initials, no he/she pronouns).**
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3. Once you have completed the form, please submit it to the UBC Dietetics Program using the Qualtrics Survey link [here](https://shorturl.at/b1R37) (shorturl.at/b1R37),
4. **Please Note: All references must be submitted using the Qualtrics Survey link above by 4 pm on the last Friday of January (January 28<sup>th</sup>, 2022).** We encourage references to be submitted several days prior to the deadline.

Thank you very much for all the opportunity, support, and knowledge about the Dietetics profession that you have shared with me. I really enjoyed and miss working as a volunteer for East and North Vancouver Dialysis clinics. Hopefully, when it is safe to do so, I can have an opportunity to serve the patients and work with the staff at East Vancouver Dialysis again.

Best regards,

Lea Ang Salamanca

To: Sven Svensk, Owner Creative Catering  
From: Lea Ang Salamanca, Student of English 301  
Date: December 2, 2021  
Subject: Request for reference - Application for Dietetics Major at UBC

Dear Ms. Upton,

I hope that this email finds you well. I am requesting you to be a reference for my application for the Dietetics Major at the University of British Columbia. As the original owner of Creative Catering who served as my mentor in the catering industry in Canada, you are someone who knows me on a professional level and can speak about my characteristics and suitability for the dietetics profession.

The 2022 Dietetics Major Applicant Reference Form is attached with this email. I also included a copy of my resume and cover letter that includes my experiences, skills and qualities.

Below is the referee technical guidelines in filling up the form:

**My Dietetics Applicant number is XXXX-XXXX.**

**Referee Instructions:**

1. Complete the form using a computer if possible. Do not use CAP LOCKS.
2. **IMPORTANT:**
  - a) A blinded process (involving code numbers not names) is utilized to review applicants. Therefore, **please ensure that no personal identifying information about the applicant is included anywhere on this form. In the comment section, refer to “the applicant” or “they” (no name, no initials, no he/she pronouns).**
  - b) Obtain the Dietetics Applicant Number from the applicant and enter it on the top of each page (see form field above).
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3. Once you have completed the form, please submit it to the UBC Dietetics Program using the Qualtrics Survey link [here](https://shorturl.at/b1R37) (shorturl.at/b1R37),
4. **Please Note: All references must be submitted using the Qualtrics Survey link above by 4 pm on the last Friday of January (January 28<sup>th</sup>, 2022).** We encourage references to be submitted several days prior to the deadline.

Thank you very much for all the support, opportunities, and knowledge about the North American catering industry that you have shared with me. I consider working with you as a privilege that I am thankful for everyday.

Best regards,

Lea Ang Salamanca