## MAN – Master of Applied Nutrition: Application Process and Supplementary Materials Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Upload Electronic Copy</th>
<th>Notes/Tips</th>
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<tr>
<td>1.</td>
<td>Apply for External Awards (e.g., OGS, CIHR, SSHRC) in the fall of the previous year</td>
<td>This is not required, but is encouraged.</td>
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<td>2.</td>
<td>Complete the on-line application found on the Office of Graduate Studies Website by December 12, 2016</td>
<td>A non-refundable application fee of $110 CDN (fee subject to change) must be submitted for each program/field to which you apply. This fee is payable in the on-line application process to the Ontario Universities' Application Centre by Visa, MasterCard, cheque or money order. Applications will not be processed without the application fee.</td>
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<td>3.</td>
<td>Upload your supplementary materials as follows by January 2, 2017</td>
<td>Please upload documents as outlined in each step.</td>
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<td>a)</td>
<td>OUAC “Submission Summary” from on-line application</td>
<td>You will have access to this form once you have completed the on-line application. This form will be automatically uploaded to your WebAdvisor account from OUAC.</td>
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| b)   | Completed Supplemental Document | Complete the application cover page (#4). This outlines important information used when reviewing your application. Please be as specific as possible. Include all course codes that you are proposing to meet program application requirements. 

Upload to Supplemental Document |
| c)   | One official copy of all academic transcripts | All applicants must upload an official academic transcript from each higher education institution attended. A transcript is considered official only if it has an official University seal. 

**NOTE:** EDI transcripts requested through the online application (OUAC system) are preferred and will be automatically uploaded to your account. If you request EDI transcripts you do not need to upload another transcript. 

Also, University of Guelph students can upload transcripts from WebAdvisor. |
| d)   | Academic Letters of Recommendation (2) | Check out the guidelines for applicants/students requesting academic letters of reference. All letters of reference must be completed electronically. Please ensure that you have entered the correct email address on your OUAC application form as an email is automatically sent to each referee listed. If you notice an error, please contact the Office of Graduate Studies to correct this immediately. |
| e)   | Research Statement | This 3 page (maximum, double spaced) statement outlines your motivation for, and interest in, the MAN program. It will include information on how skills developed from work experience (including volunteer work) and academic studies makes you a good fit for the MAN program. Also, outline your goals and any key experience(s) you hope to gain during your time in the program (i.e., practice settings, client populations, etc.), if your application is successful, along with your post-graduate plans. This statement is an elaboration of the OUAC “Academic Intent” component. 

Upload to Statement of Research |
| f)   | Submit a Curriculum Vitae | Ensure all relevant research, volunteer and employment experience is listed and described in detail. 

Upload to Resume/CV |
| g)   | Confidential Report of Internship for Applicants | This FORM must be completed by an employer or registered dietitian who knows how you perform in a work environment and is in addition to the academic letters of recommendation. 

A hard copy of this completed form must be submitted to the Graduate Program Assistant. See below for address. |
| h)   | Confirmation of Completion of Academic Program | This FORM must be signed by the University Program Director from your Dietitians of Canada (DC) accredited undergraduate program who can confirm that you have completed all coursework required for the DC accredited undergraduate degree. 

A hard copy of this completed form must be submitted to the Graduate Program Assistant. See below for address. 

**NOTE:** This form is not required for BASc-AHN students from the University of Guelph. |
| i)   | Upload documents electronically (except for g and h; see below) to WebAdvisor by January 2, 2017 | Please note, in order for your application to be considered complete, you must upload each document successfully and your referees must have completed their online reference forms by the application deadline. If you have any questions, please contact fran.graduate@uoguelph.ca |

### Additional Notes:

1. Applicants are asked not to contact faculty in advance of applying regarding advising. 
2. Please send Confidential Report for Internship for Applicants and Confirmation of Completion of Academic Program by January 2, 2017 to: 

   Graduate Program Assistant 
   Department of Family Relations and Applied Nutrition 
   University of Guelph, 
   Guelph, ON N1G 2W1