



The UBC Master of Nutrition and 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.

Master of Nutrition and Dietetics Admissions Guide

September 2024

Key Admissions Dates

The application process for September 2024 will open in **June 2023**.

The application portal will close **November 15, 2023 16:00 (4pm) PST**.

Reference letters must be received by **November 30, 2023**.

Interviews for short-listed candidates will occur in **early February 2024**.

Introduction and Overview

This document provides guidance on how to prepare and submit your application to the Master of Nutrition and Dietetics program. Please also refer to the [Prospective Students section on our website](#). If there are any discrepancies between the website and this document, **the website should be considered the most reliable source of information**.

Before you apply, please check your eligibility:

- The UBC Graduate and Postdoctoral Studies requires applicants complete an undergraduate degree with the [minimum academic requirements](#).
- The MND program specific requirements are five prerequisites (human physiology, introductory biochemistry, statistics, introductory food science, and introductory nutrition course) with minimum 72% in each course (B). See page 2-3 for more details.
- Applicants from a university outside Canada in which English is not the primary language of instruction must provide results of an English language proficiency examination (IELTS or TOFEL) as part of their application. Tests must have been taken within the last 24 months of the application deadline.
- Previous applicants who were declined are encouraged to re-apply.

Indigenous Applicants

The MND program welcomes applications from Indigenous people. Seats are reserved for self-identified Indigenous people who meet G+PS and program-specific admission requirements. Prior to applying, we encourage prospective applicants to review the [UBC Indigenous Portal Graduate students page](#).

International Applicants

The MND program welcomes applications from international students. Internationally-trained dietitians can complete this program to meet the requirements to register and work in Canada.

Other international students are also encouraged to apply; start your life and career in Canada by completing a graduate degree to join this in-demand health profession. Since the roles and responsibilities of dietitians can vary between countries, please read through the [program webpage about practice areas and rewarding careers of registered dietitians in Canada](#).



Accessibility

We invite applicants who identify as a disabled person or as living with an ongoing medical condition to [contact UBC's Centre for Accessibility](#) to discuss any issues related to MND Program 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 MND program admissions deadline.

There are two required processes to complete your application to the MND program:

- I. Submit your online application: link to [UBC Graduate and Postdoctoral Studies application portal](#)
- II. Complete the Self-Report Form: link to [Self-Report Form on Qualtrics](#).

Admissions Requirements

This information is also available on the program website: [MND Admissions Requirements](#)

1. UBC Graduate and Postdoctoral Studies general admissions criteria

The UBC Faculty of Graduate and Postdoctoral Studies (G+PS) requires that applicants complete an undergraduate degree and meet [minimum academic requirements in order to be eligible for admission](#). Applicants should have a minimum average of 76% (B+) in their upper year courses. G+PS also determine admissions [criteria related to English language proficiency standards](#) for applicants from a university outside Canada in which English is not the primary language of instruction.

2. Successful completion of the prerequisite courses

Applicants with an undergraduate degree from any discipline can apply to the MND program. However, applicants must complete **five prerequisites with a minimum final grade of 72% (B) in each course** to showcase their foundational knowledge of food, nutrition, and health.

1. Two-terms/full-year (6 credits or equivalent) Human Physiology (e.g. [BIOL 155](#), [BIOL 153](#), CAPS 301)
2. One-term (half-year) Introductory Biochemistry (e.g. [BIOL 201](#), BIOC 202)
3. One-term (half-year) Statistics (e.g. [STAT 200](#), LFS 252, [BIOL 300](#), EPSE 482, FRST 231)
4. One-term (half-year) Introductory Nutrition (e.g. [FNH 250](#))
5. One-term (half-year) Introductory Food Science (e.g. [FNH 200](#))*

*Understanding the difficulty of accessing an equivalent Food Science course to FNH 200, even as part of a nutrition degree in Canada, the MND program allows this course to be in-progress at the time of application. See condition a. below.

Applicants can have multiple attempts of each prerequisite; the higher grade will be used in the GPA calculation. If multiple courses are declared to fulfill one pre-requisite, then a simple average of these course grades will be used.



The MND Program will accept either condition a. or b., but not both:

- a. At the time of applying to the program, an applicant is allowed FNH 200 and a maximum of one other prerequisite course in progress.

For example, having both FNH 200 and biochemistry, or FNH 200 and human physiology in progress are allowed, but an applicant with both biochemistry and physiology in progress will not be considered eligible for admission to the MND

A transcript from the institution needs to display that the course is “registered” or “in-progress”. The deadline for submitting the final grade of all “in-progress” courses is **May 3, 2024**. An applicant with a conditional admission offer who fails the prerequisite course may forfeit their spot in the program.

- b. Maximum one prerequisite course can be graded as “credit” or “complete” via the official transcript, without a percentage or letter grade. The admissions reviewers will acknowledge completion of the course, but it will not be included in the GPA evaluation. This condition does not substitute any prerequisite with a grade below 72 (B) on the applicant’s transcript.

As part of the required **Self-Report Form**, all applicants will identify their prerequisite courses. If required, you will submit additional forms and course syllabi. All applicants should review [the prerequisite flowchart](#) carefully, to understand whether their Self-Report Form will require supporting documentation.

3. References

The [UBC Faculty of Graduate and Postdoctoral Studies](#) requires three references for applications to any graduate program. All MND applicants are required to submit contact information for **at least one academic reference and one professional reference; the third reference can be either**. Some referees may know the applicant in multiple contexts (i.e., Mx. T was an applicant’s professor for a course and also the applicant’s supervisor during a research assistantship). In this case, applicants may choose the reference category that they feel applies best to their situation.

Note: If applicants completed their undergraduate degree a long time ago, and have exhausted all possible contact to previous instructors or professors that would be suitable references, applicants are allowed to have three professional references. Please contact dietetics.admissions@ubc.ca for this accommodation.

4. Resume/CV and Statement of Intent

See the next section for details on these two documents.

The Resume/CV and statement of interest will be assessed in relation to the [program vision, mission, and values](#), as well as the [required skills and abilities for the Dietetics Program](#) under the graduate policies.



Post-Admission Program Requirements

These program requirements occur after admissions, and should be understood and carefully considered by all prospective applicants

Criminal Records Review

The University of British Columbia is subject to the requirements of the [Criminal Records Review Act \(CRRRA\)](#); meaning all students, who are enrolled in programs that include a practicum component involving work with children or vulnerable adults, will have to undergo a provincial criminal record check before they will be permitted to register in practice education courses.

If you are found to present a risk of physical or sexual abuse to children, or physical, sexual, or financial abuse to vulnerable adults, as a result of the CRRRA check, you will not be permitted to register in practice education, and must withdraw from the program. Please consider this requirement carefully before applying to this program.

Immunization Review

In accordance with the [Practice Education Guidelines for BC - Communicable Disease Prevention](#), MND students must complete an immunization review prior to their first practice education placement. The review may require receiving additional vaccines and/or doses in order to meet provincial standards. Newly accepted MND students should obtain copies of all vaccination records, including COVID-19 vaccines. This is especially relevant for international students to consider well ahead of time.

How to apply to the MND: Components and Specifications

This information is also available in a step-wise format on the program website: [How to apply to the MND webpage](#)

I. **G+PS Online Application**

Start an application online through the Faculty of Graduate and Postdoctoral Studies [online application system](#). You will need to [create a new CWL account](#) if you don't already have one. Existing UBC students can login using their current CWL credentials.

When submitting your online application, you can save your progress, exit, and complete the application at a later time. However, once you click submit, there is no way to edit or change your application details; you are only able to upload transcripts and language test scores. To avoid submitting your application prematurely, we recommend that you carefully review the application instructions and have all your information ready prior to starting.

Prepare your documents

Accepted document formats: PDF, DOC, and DOCX are accepted in the online application portal. Other file types will not be accepted.



Resume/CV

The purpose of resume/CV is to allow the admissions reviewers to determine whether an applicant has the necessary and suitable skills and experience in order to succeed in this program

Format requirements are:

- Maximum 2 pages (extra pages will not be reviewed)
- 1-inch margins, adequate paragraph/section space, and readable black font. Keep the style simple.
- Sections should include:
 - personal information;
 - educational background;
 - employment and/or volunteer experiences;
 - (optional) publications, recognition, certifications and skills;
- DO NOT include a profile picture.
- Quantify relevant employment and volunteer experiences by providing the date or date range and extent of involvement in 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”).
- An optional template is available for your use: [MND Resume Template](#)

Statement of Interest

The purpose of the statement of interest is for the applicant to share who they are and why they are an excellent candidate for the MND program. [UBC Graduate and Postdoctoral Studies also has statement of interest guidelines.](#)

Format:

The requirements for the MND statement of interest are:

- [Download the mandatory program template](#) to write your statement.
- Maximum 250 words. The form will stop your writing when you type over the limitation.
- Save and upload the form in the Graduate Studies application portal.

Three References

[UBC Graduate and Postdoctoral Studies requires](#) three references for applications to any graduate program.

All applicants are required to submit at least one academic reference and one professional reference; the third reference can be either. However, if applicants have graduated from their undergraduate degree for a long time, with exhausting all possible contact to previous instructors or professors, applicants are allowed to have three professional references. Please contact dietetics.admissions@ubc.ca for this accommodation.

In the graduate program application portal, applicants will need to fill out an email address for each referee. The system will not accept any free email accounts such as Hotmail, Gmail, and Yahoo. An organization-affiliated account is required. Once you complete and submit your application, your referees will receive a secure link with a deadline to submit an online reference or upload a reference letter to the system.

Please note: referees are only notified by the system to provide an electronic reference AFTER you have submitted your application. The deadline for referees to submit is the same as the application deadline.



In the occasion that applicants' referees do not have access to the organization-affiliated email accounts, we can accept mail-in reference letters. Please follow the requirements below:

- First, contact the program (dietetics.admissions@ubc.ca) to let them know you will be using this option.
- Reference letters should be highly confidential and can only be mailed by the referees, not the applicants.
- If possible, letterhead should be included.
- Referees need to sign both the letter and the envelope; once the letter is sealed in the envelope, the referee also need to put their signature across the seal of the envelope.
- Please mail reference letters to:

2023 MND Application
Attn: Xinyan Fan
230-2205 East Mall, Vancouver,
British Columbia, Canada
V6T 1Z4



Transcripts

- Please follow the UBC Graduate and Postdoctoral Studies instructions to submit your transcript(s) in the application system: <https://www.grad.ubc.ca/prospective-students/application-admission/transcripts-academic-documents>
- Please include all of your academic history; if you completed your prerequisite courses outside of your undergraduate degree's institution, please also attach the transcripts from these additional institutions in your application.
- DO NOT** submit your transcripts on the Self-Report Form.

English language proficiency exam results, if applicable

- If applicable, the application system will ask if you have completed acceptable English language proficiency tests.
- All applicants who completed their degree in a university outside Canada in which English is not the primary language of instruction must provide results of an English language proficiency examination as part of their application. Tests must have been taken **within 24 months** of the application deadline

Answer additional questions on the online application form

- Applicants must acknowledge that they have submitted their Self-Report Form via Qualtrics
- Applicants must acknowledge that they understand the MND program requires students to complete practice education placements at locations throughout British Columbia. Placement locations vary depending on the site capacity and preceptors' availabilities.
- Applicants must acknowledge that they understand they will be responsible for all costs associated with the program (e.g. tuition, program fees, travel, accommodation).

Pay the application fee and submit your application

At the end of application in UBC Graduate Studies Portal, a payment request will be prompted. Follow the instructions to complete your payment.

- Canadians (and Permanent Residents, Refugees, Diplomats): (CDN) \$112.00
- International Applicants: (CDN) \$168.25



II. Self-Report Form

The purpose of the Self-Report Form is for each applicant to clarify how they meet the MND pre-requisite course requirements. It also includes two demographic questions, collected for admissions statistics purposes only.

The following instructions are directly copied from [the active Self-Report survey](#). There are four sections to this form: i. Personal Information, ii. Pre-requisite Course Declaration, iii. Acknowledgements, and iv. Signature

Prerequisite Course Declaration

Applicants should complete the table for all five prerequisites:

- "Course status": indicates if the course is "complete" or "in progress". If "in progress", please also provide the tentative completion date.
- "Name of the institution": fill in the institution where you completed this prerequisite
- "Course name and code": list the course code and name of the course as indicated on your transcript; if multiple courses will be equivalent to one prerequisite, use semi-colons to list them all.

If any of your prerequisite courses meet all three criteria below:

- not listed as UBC- Vancouver pre-requisite course examples with linked syllabi;
- not listed in [BC Transfer Guide](#) as equivalent to the listed UBC Vancouver courses;
- not listed on the [MND program approved course list](#);

then, the applicant will need to complete and upload [MND Checklist for prerequisite courses equivalency](#) and relevant course syllabi. Please use Adobe Acrobat or another program to combine the completed checklist and the syllabi for all relevant courses into one PDF.

Acknowledge program requirements and sign the Self-Report form

- Applicants must acknowledge that they understand the MND program requires students to complete practice education placements at locations throughout British Columbia. Placement locations vary depending on the site capacity and preceptors' availabilities.
- Applicants must acknowledge that they understand they will be responsible for all costs associated with the program (e.g. tuition, program fees, travel, accommodation).
- Applicants must sign the form using an electronic signature to verify that the information they have reported is true to the best of their ability

Once you have all your pre-requisite course information complete and available for upload, please [complete your Self-Report Form](#).

After you apply

- After submitting your application, it is the responsibility of the applicant to ensure that all supporting materials [including reference forms/letters] are submitted by the relevant deadlines. You can check the status of your application and supporting materials through the [online application system](#).
- The shortlisted candidates will be contacted in January to schedule a 15-minute zoom interview for early February 2024. The purpose of the interview is to determine an applicant's verbal communication skills and personal suitability for the program. **Fulfillment of the minimum admission requirements does not guarantee an interview.**



Advising Appointments

If you have questions, please first review [the program website](#).

If your question is not answered by our website, please contact us via email: dietetics.admissions@ubc.ca

Please note that all communication and interactions with the department are considered part of the admission process and are taken into account when considering applicants for admission. Admission may be denied to applicants who communicate or behave in a disrespectful manner during the admissions process, regardless of academic or interview standing.

Email inquiries are usually responded to within 7 business days of receipt. Inquiries will be responded to in the order received as quickly as possible; however, it is not always possible to respond within 7 business days due to the high volume of inquiries received. **Do not re-send your email if you do not receive a response within 7 days.**



Summary MND Admissions Checklist

Have you reviewed...

- MND Application Guide (this document)
- [Program website – Prospective graduate students](#)
- [Graduate admissions requirements webpage](#)
- [Graduate admissions processes and deadlines webpage](#)
- [Prerequisite Review Flowchart](#)
- [Approved prerequisite course list](#), if required

Have you submitted...

- Resume/CV – [optional resume template](#)
- Letter of Interest – [mandatory letter template](#)
- Transcripts – [as per G+PS instructions](#)
- Contact info for three references
- Application fee for online application
- [Self-Report Form](#)
- [Checklist for prerequisite equivalency \(with course syllabi\)](#), if required