

Department of Human Nutrition
Student Requests for Confidential Reports for Applications to Dietetic Internship Programs

Procedure:

Students applying to Graduate Dietetic Internship Programs must complete the following forms in requesting an individual or group reference from Department of Human Nutrition Faculty & Staff.

1. Student Request for Completion of Confidential Report form

Indicate if you would like the department to complete a group reference (Composite Evaluation)

And/or

Indicate if you would like a faculty member to complete an individual reference (Confidential Report)

- You do not have to provide a copies of the Dietitians of Canada application Confidential Report Form
- Please indicate where you intend to apply (list the names of the internship programs)
- Also indicate if you plan to apply for IDI in addition to the graduate internships

2. Form Requesting Transcripts

This form gives the department members permission to use your transcript in completing your requested confidential report(s). This form will not provide official copies of your transcripts for you to send to the internship programs, you must request these from the Registrar's Office.

Questions?

Contact Laura Reid, IDI Coordinator

lreid@stfx.ca

JBB 247

Department of Human Nutrition
St Francis Xavier University

Student Request For Completion of Confidential Report

To be submitted with the Request for Transcript form to Laura Reid, IDI Coordinator by
November 5th, 2015

As an applicant for the Graduate Dietetic Internship Programs, I am requesting a confidential report from:

- Composite Evaluation by Department of Human Nutrition Faculty**
- Faculty Member**

Name of Faculty Member: _____

I understand that you will write the confidential report in confidence, and that I have no right to see it. I understand that my cover letter, resume and transcripts (or completed request for transcript form) must accompany this request.

Student Name: _____

Student ID: _____

Student email: _____

Student Signature: _____

Date: _____

List of Internship Programs Applying for:

IDI Yes No (circle one)

1.

2.

3.

**Department of Human Nutrition
St Francis Xavier University**

Form Requesting Transcripts

As an applicant for the Graduate Dietetic Internship Programs, I am requesting that the Chair of the Department of Human Nutrition access my academic transcripts including marks for all courses completed by the end of the first semester of the current academic year. The transcripts will be submitted to Laura Reid, Integrated Dietetic Internship Program Coordinator, for consideration by the selection committee. This form can also be used to submit my transcripts to HNU faculty completing a confidential report. In this case the transcripts will be forwarded from the Chair to the appropriate faculty member.

Name of Student (Please Print): _____

Student ID Number: _____

Signature of Student: _____

Date: _____