

**A complete application for acceptance purposes consists of the following components.**

| <b>Required Items</b><br><b>*All application materials must be submitted by the application deadline to the Office of Admissions, not the Department of Clinical Nutrition.</b>   | <b>Description</b><br><b>UTSW-Office of Admissions</b><br><b>5323 Harry Hines Blvd</b><br><b>Dallas, TX 75390-9162</b><br><b>U.S.A</b>  | <b>Completed</b> |
|---|---|------------------|
| <b>1. Application</b><br>Make certain to follow all instructions carefully, especially career goals essay instructions. You may begin the application process and save your work, returning as much as you like before hitting the “submit” button by the application deadline. | The web-based Master of Clinical Nutrition Student applications are located at:<br><br><a href="https://sws004.swmed.edu/ahwebapp/default.asp">https://sws004.swmed.edu/ahwebapp/default.asp</a> .              |                  |
| <b>2. Application Fee</b><br>You may hand deliver or mail in your payment to the Office of Admissions.  | In order for your application to be processed, an application fee of \$10.00 <u>must be postmarked</u> by the application deadline and mailed to the address above.   |                  |
| <b>3. Letters of Recommendation</b><br>These must be submitted by the application deadline.   | Minimum of 3 from instructors, professors or work supervisors who know you well & can speak to your academic work and/or employment.  |                  |
| <b>4. Academic Transcripts</b>  | Submit official, certified copies of your academic records from all college/universities ever attended; transcripts must list courses taken and grades received for each year of enrollment.                    |                  |
| <b>5. Personal Statement of Career Goals</b><br>Make note of how you plan to complete outstanding prerequisites at the end of the career goals essay.   | Make certain to follow all instructions carefully and check for grammatical errors.   |                  |
| <b>6. Interview</b>   | In-person interviews are preferable. However in certain circumstances can sometimes be waived and replaced with a phone interview.  |                  |
| <b>7. GRE</b><br>Graduate Record Exam – General Test measures verbal reasoning, quantitative reasoning, and critical thinking and analytical writing skills.  | Submit official score report directly to the Office of Admissions by application deadline. Recommended minimum combined score: 1000.<br>Register online at: <a href="http://www.ets.org">http://www.ets.org</a> |                  |

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| <b>8. Prerequisite Science Course Work</b>   | Check that courses are for science majors and you have completed them with a grade of "C" or better.   |                  |
| <b>9. TOEFL</b><br>Required for any applicant born in a country that does not consider English the native language.  | Submit official score report directly to the Office of Admissions by application deadline. No minimum score is required or recommended.<br>Register online at: <a href="http://www.ets.org/toefl">www.ets.org/toefl</a>                |                  |
| <b>10. <a href="#">International Students</a></b><br>(pdf document page #22)   | Foreign transcripts must be evaluated first by a transcript evaluation agency found at:<br><a href="http://www.naces.org">http://www.naces.org</a><br>Send the official report directly to the admissions office at the address above. |                  |
| <b>If Accepted, please be prepared for the following:</b>  |  |                  |
| Provide immunization records per state requirements prior to enrollment.   | Submit to Student Health Services (Details and address will be provided to accepted students)  |                  |
| Must be able to perform <a href="#">Essential Functions</a> (pdf document page # 23).  | Please read over essential functions to become familiar with them.   |                  |
| Submit a background check prior to enrollment.   | This is a UT system requirement for all accepted students.   |                  |