

Scholarship Application FAQs, Tips and Instructions

Please read the following information prior to submitting your application.

- Applications must be submitted by Monday, April 17th at 5 pm Central Time.
- Academy membership is required for all scholarships except the CDR Doctoral and CDR Diversity, for which Academy membership is preferred but not required. To see the qualifications to become a member of the Academy of Nutrition and Dietetics and to apply, visit <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria> The Membership application must be received at the Academy by April 1st in order for the Academy to process it and assign a member number in time for you to meet the scholarship deadline of April 17th.
- Applicants must be enrolled in their dietetics program a minimum of four months during the August 2017 -July 2018 academic year.
- Applicants must either provide a faculty member's verification of GPA(s) OR upload transcripts for each college in which they were enrolled for any courses. Please follow the instructions below to obtain faculty member's verification. Please find the required verification form at: <http://eatrightfoundation.org/scholarships-funding/#Scholarships>
- All doctoral students must obtain a faculty member's verification for the information they provide related to the GRE examination. Please follow the instructions below to obtain faculty member's verification. Please find the required verification form <http://eatrightfoundation.org/scholarships-funding/#Scholarships>
- To obtain faculty member's verification:
 1. Applicants can email a copy of their application to a faculty member to review GPA(s)/GRE Scores by clicking the envelope icon located on the far right under "action" on the "my application page" (the first screen viewed after logging in)
 2. After reviewing the GPA information on the application, the faculty member should complete and sign the verification form found [here:](#)
 3. Once the form is signed, the applicant must upload the form under the "Transcripts/Faculty Member Verification" section located on the "Education Information" tab of their application.
- Applications must include TWO completed recommendation forms – one must be completed by a Registered Dietitian/Registered Dietitian Nutritionist. Please follow the important instructions below for the required recommendation forms. Please find the required recommendation form [here:](#)
- ***To submit required recommendation forms****:
 1. Recommendation forms must be submitted by the two recommenders the applicant has chosen. The recommendation forms cannot be submitted by the applicant.
 2. Applications cannot be submitted until both recommendation forms have been uploaded. Applicants should provide recommenders with adequate time to complete and upload their forms. Do not wait until the week the application is due.
 3. The applicant will be prompted to enter the name and email address of two recommenders on the "Recommenders" tab of their application.
 4. Once the recommender's name and email addresses have been entered, an email template will pop-up. The applicant must customize the email template to include their name to ensure the recommender will know who the request is coming from.

5. Applicants should send their recommenders the required form and advise them they will receive an email with a link to upload the recommendation form. The link WILL EXPIRE in 24 hours from when it is sent, therefore applicants should not send the email with link until the recommender is ready to complete the form and upload it.
 6. If recommenders do not receive the email, applicants should ask them to add mail@grantapplication.com to their safe senders list or ask them to provide an alternate email address.
 7. Applicants will be able to view when their recommenders have uploaded their forms, however they will be unable to access the forms.
- Students participating in the dietetic internship computer matching should wait until match results are final before submitting their application
 - Notification of application status will be sent to all applicants in July 2017 via email. Foundation staff cannot provide interim information or feedback on scholarship applications.
 - Applications can be updated as many times as needed prior to submitting. Applicants can log into their account [here](#) to access saved and submitted applications. Applicants should save this link to their web browser for easy access.
 - Use of bullets and other additional formatting should be limited.
 - Internet Explorer is the preferred browser for this online application.
 - Applicants should add mail@grantapplication.com to their safe senders list to ensure they receive all system communications.