

Michigan Academy of Nutrition and Dietetics
I N S T I T U T E (M N D I)

Application Procedure

IMPORTANT!

Only applications that are complete and meet the specified application requirements will be considered.

Please submit the following via email to the address listed below:

- One copy of the completed application form** (please download and complete the fillable pdf from the website and save it with the following title:
“Last name-first name-MNDI application”
Ex: Smith-Katie-MNDI application

- One copy of reference letters from two sources:**
 1. Dietetics advisor or instructor or program director
 2. Manager or employer**Note: Letter 1 is to be academia and Letter 2 is to be non-academia**

Use the **Reference Request** form, which you can download from the website. Complete the top portion with your information, save the file, and email it to your referents. Please have references emailed directly from the person writing the reference, from their email account. Please have them indicate in the subject line of the email:
“Student last name-student first name-MNDI reference”
Ex: Smith-Katie-MNDI reference

- One copy of official transcript from all college(s) including the one you are currently attending.** Electronic Official transcripts emailed directly from your institution are requested. If your institution does not use this method, then send an email to the address below and request a physical address for the transcript to be mailed from the institution.

- In addition to having your transcripts sent directly to us, **please click on the link below**, which will open a Google Form for you to complete. Follow the instructions listed at the top of the form. Note: All grades requested in the form should be input in numerical format using a 4.0 grading scale. If needed, use the alphabetical scale provided on the form to convert a letter grade to its corresponding numerical equivalent. Once complete, you will submit the information directly from the Google Form.

<https://goo.gl/forms/QfqTR31Vz1PukWCd2>

Completed applications, reference letters and official transcripts should be emailed to:
MNDIscholarship@gmail.com

Please use the following subject for the email: “**Last name-first name-MNDI Application**”
Ex: Smith-Katie-MNDI Application

Also, remember to click the link on the previous page and complete the Google Form. This must be done, in addition to the application, reference letters and transcripts, in order for your application to be considered.

Questions can also be e-mailed to the address above, but please include “MNDI Question” as the subject

Applications must be received by **February 10, 2017**