

## INSTRUCTIONS FOR DPD TRANSCRIPT EVALUATION

### FOREIGN STUDENTS

*Students who have received their Bachelor's or Master's degrees from foreign universities need to be accepted in the SJSU Master's program for DPD transcript evaluation.*

1. First, get your transcripts evaluated by one of the CDR-approved Foreign Degree Equivalency Validation Agencies preferably:

***International Education Research Foundation***

P.O. Box 3665

Culver City, CA 90231-3655

Phone: 1(310) 258-9451; Fax: (310) 342-7086

Email: [info@ieft.org](mailto:info@ieft.org)

See their website for updates: [www.ierf.org](http://www.ierf.org)

Information on other validation agencies can be found at the URL below:

<http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>

This evaluation should include:

- a. U.S. degree equivalence – Is the foreign degree(s) equivalent to a B.S. degree in the U.S.? Please make sure the evaluation report states the degree equivalence “from a “regionally accredited” institution in the US.
- b. Semester units received for each course taken.
- c. Translation of grades (e.g. %, etc.) received to letter grades (A,B,C,D,F,P,etc.)

This process may take 1-2 months depending on the information you provide to the agency.

2. Request the above agency to send the original evaluation to:

Ashwini Wagle, Ed.D, MS, RD  
Department Chair and DPD Director  
Department of Nutrition, Food Science & Packaging  
San Jose State University  
One Washington Square  
San Jose, CA 95192-0058

3. Upon acceptance to the SJSU Master's program in Nutritional Sciences, write to Dr. Wagle to request a DPD transcript evaluation. In your cover letter state the following:
  - a. Your study goal (e.g., MS/RD or RD only).
  - b. The degree and concentration you are currently enrolled in, and month/year of degree(s) you have received.
  - c. Your official name (e.g., middle initial, etc.) to be used on the Declaration of Intent, or Verification Statement.
  - d. Your address and phone numbers (cell, home, and work).
  - e. Email address
  - f. A check for \$ 60 payable to **SJSU**.
4. When you receive your copy of the evaluation from the Credential Evaluation Service, allow at least one week before calling Prof. Wagle at (408) 924-3110, to see if the original evaluation has been received by the Department.
5. Consultation can be conducted by phone, or in person. Courses will be recommended for the completion of DPD requirements during consultation.
6. After consultation, a *Declaration of Intent* listing all required courses will be issued to student. Allow approximately two weeks for this process and preparation.

### **DPD Documents**

1. The *Declaration of Intent* is the first document issued upon transcript evaluation by the DPD Director. The *Verification Statement* is the last document issued upon graduation.
2. You may use *Declaration of Intent* for all internship applications. However, when you have completed all the courses listed on the *Declaration of Intent*, you should request that the final *Verification Statement* to be issued to you. No additional fee is required. During summer breaks, please allow 6-8 weeks.
3. When requesting the final *Verification Statement*, you need to provide your **official SJSU transcript** indicating the completion of each course on the *Declaration of Intent*. **Please note** that official transcripts are required for all courses completed outside of SJSU, i.e., Community Colleges, etc.
4. Verification Statement is the final form you will need for this evaluation. You will receive a total of 6 copies of this statement. One copy is used for each of the following:
  - a. To submit to the Internship training site
  - b. For the R.D. exam
  - c. To apply for AND membership
  - d. For some state license/certificate (Not required in California)
  - e. Others
  - f. For yourself

## **Important Information**

- For graduate students opting for a dietetic internship (internship nationwide or internship at SJSU), you need to have your DPD transcript evaluated prior to taking graduate level courses.
- Please be advised that SJSU Department of Nutrition, Food Science and Packaging requires prospective students to have a GPA of 3.0 or better for all support courses with no grade lower than “C” to be eligible for the DPD Program. Students should consult the DPD course requirements for SJSU and complete Chem 1A, Chem 30B, Micro 20 and Bio 66 or equivalent prior to transcript evaluation.
- SJSU Department of Nutrition, Food Science and Packaging program requires a 7-year recency from the date of transcript evaluation on all science-based support courses and DPD courses. Students will be required to repeat courses completed more than 7 years prior.
- Students may do the support courses listed in the DPD course requirements advising sheet at Community Colleges as long as the classes articulate and are equivalent to courses offered at San Jose State University. These courses are all below 100 level and also include NUFS 8 Nutrition for Health Professions. Please refer to [www.assist.org](http://www.assist.org) for more information on articulation.
- All major requirements listed in the DPD advising sheet including Chem 132 Biochemistry and Chem 132 (L) Biochemistry Lab must be taken at San Jose State University (SJSU)
- To be eligible for the DPD Verification Statement from SJSU, students may not transfer more than two DPD major courses from other four-year colleges.