**Requesting a Verification Statement**

**Eligibility Requirements:**

The DPD program at The University of Alabama will **only** award a Verification Statement to students who meet all the DPD Requirements established by the program, as listed below.

**At the minimum a student in the Didactic track must:** 1. Earn a bachelor’s degree

 2. Maintain an overall GPA of 3.0 or higher

 3. Earn a grade of “**C-**” or higher in all DPD Science courses and PY 101

 4. Earn a grade of “**B-**” or higher in all DPD Professional courses

 5. Have no more than 2 retakes (attempts) in one DPD Professional course, or 1 retake (attempt)
 in up to two different DPD Professional courses
 6. Completed a minimum of 24 credit hours of DPD Professional courses from the University of Alabama,
 including the DPD Capstone courses (NHM 340, 465, 475).

**Process for Requesting a Verification Statement:**

1. Student should first determine if the program requirements for a Verification Statement are met.

2. If requirements are met, student must complete the “***Verification Statement Request Form***” (available
 on the DPD program website at [www.ches.ua.edu](http://www.ches.ua.edu))

3. Student must submit (by email or mail) the completed request form to the DPD Director.

4. Upon receipt of the request form, the Program Director will verify that all the requirements are met,
 before issuing the Verification Statement.

5. Upon verification of all the information provided by the student, original copies of the Verification Statement
 will be mailed to the student by the DPD Program Director.

6. Student should allow 7 – 10 business days to process the request if the degree has been awarded.

(**Note:** It will take a little longer to process (3-4 weeks) if the student is requesting the Verification Statement immediately after the semester he/she graduates. A Verification Statement will not be awarded to the student until the ***Records Office*** officially informs the DPD Program Director that the degree has been awarded to the student)

**Instructions for completing the Request for Verification Statement Form.**

1. Please provide all the requested information accurately, to ensure timely processing.

2. The name you provide on the form must match you’re your Federal/State issued photo-ID.

3. Please write or print legibly.

4. Complete this request form and submit only after all the requirements are met.

***Note:*** *Is possible to have different people with the same names. Therefore, please make sure that you always use the same name (not nicknames) and the name must match your photo-ID.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Last Reviewed & Updated: Aug. 2015; Dec. 2016; April 2017; April 2018

**Request for Verification Statement Form
The University of Alabama, Didactic Program in Dietetics**

**Selection option 1 or option 2 below and return this form:**1. By mail or email (in email subject line, type: Request for *Verification Statement*) to the DPD director.
2. With a copy of a federal/state issued photo-ID (eg. Passport, driver’s license, green card)

**Mailing address:** Box 870311 **Email:** aniuh@ches.ua.edu
 Tuscaloosa, AL 35487 **Fax:** 205-348-2982

**Verification Statement request options: (check 1 only)**

**🗌 Option 1:** Requesting new or additional original copies. Complete the following section only and return the form to the DPD Director.

**Name (Last) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Middle) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Maiden) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Month/Year completed DPD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CWID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🗌 Option 2:** Requesting Verification Statement (First-time request only). Complete all sections below.

I (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , acknowledge that I ***have met all*** the eligibility requirements for a Verification Statement as stated in the FN major program handbook and website ([www.ches.ua.edu](http://www.ches.ua.edu))

**Note:** DPD Program Director **will not** process the application if eligibility requirements are not met.

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Please *print or type* clearly. Allow 7- 10 business days for processing. Original copies of the verification statement will be mailed to your “current mailing address” as listed below.

|  |  |  |
| --- | --- | --- |
| **Student CWID#** |  **DOB:**  | **Gender:** 🗌 Male 🗌 Female |
| **Student Name (Last, First, Middle)**  |   |
| **Student Maiden Name:** | **Mother’s Maiden Name:** |
| **Academy Member # (If available)** |  |
| **Ethnicity** | 🗌 White, non Hispanic 🗌 Black, non Hispanic 🗌 Hispanic 🗌 undefined🗌 Asian/Pacific Islander 🗌 Native American 🗌 2 or more ethnicity |
| **Earned previous BS or BA degree?** | 🗌 No 🗌 Yes (Name of school/year?): |
| **Year completed BS degree at UA** | Year: Semester: 🗌 Fall 🗌 Spring 🗌 Summer |
| **Year completed DPD requirements** | Year: Semester: 🗌 Fall 🗌 Spring 🗌 Summer |
| **Current Mailing Address(Note: Verification Statement will be mailed to the address you provide here only)** | City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_ |
| **Tel No** | Work: Home:Cell: |
| **E-mail Address (do not use UA email)** |  |
| **If “matched” to a Supervised Practice (Dietetic Internship, ISPP, or CP)** | 🗌 Dietetic Internships 🗌 ISPP 🗌 Coordinated ProgramProgram Name:  |
| **Status of Supervised Practice****(Dietetic Internship, ISPP, or CP)*****Supervised Practice*** = either a Dietetic Internship (DI), an Individualized Supervised Practice (ISPP) Pathway, or a Coordinated Program (CP) | 🗌 I intend to apply during the next DI matching period: 🗌 Fall 🗌 Spring🗌 I completed a DI in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mo/yr) 🗌 In-Progress, expected to complete SP in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mo/yr)🗌 Accepted to a SP, and will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mo/yr) 🗌 Applied to SP, but did not match: 🗌 will re-apply 🗌 will not re-apply🗌 Did not apply to a SP, but am: 🗌 currently employed 🗌 in graduate school |
| **Signature/Date** |  |
| **For Internal Use Only: Verified by: Verification Statement issued on:**  |