

Dietetic Internship Application Checklist

- ✓ Getting Set Up
 - Register for DICAS at www.portal.dicas.org and register for D&D Digital Matching at www.dnndigital.com
- ✓ Program Research
 - Ask DI directors questions by email, phone, or in person
 - Schedule visits or attend open houses
 - Narrow down options to your top 4-6 choices at least 3 weeks before deadline
- ✓ Resume
 - Update or complete new resume and upload final version into DICAS
- ✓ Personal Statements
 - Tailor your statement to each program you are applying to and upload final statements into DICAS
- ✓ References
 - Ask professors and employers to write reference letters well in advance of the application deadline
 - Provide them with background information on you and your programs
- ✓ Transcripts
 - Print transcript request form from DICAS for each program you are applying to
 - Order official transcripts from all colleges and universities and have them mailed straight to DICAS
- ✓ Experiences/Awards/Volunteer
 - Print transcript request form from DICAS for each program you are applying to
 - Order official transcripts from all colleges and universities and have them mailed straight to DICAS
- ✓ Coursework
 - Enter all DPD courses into DICAS
 - Calculate GPA for all DPD courses and calculate GPA for science DPD courses only
- ✓ GRE Test
 - Take GRE if required by potential programs of interest and mail scores to DICAS
- ✓ Supplemental Information
 - Upload DPD Verification Form or Statement of Intent into DICAS
 - Collect any other supplemental materials required by programs you are applying to
- ✓ Submitting Your Application to DICAS
 - Double-check for grammar errors and incomplete sections and ask someone else to review your application
 - E-submit your programs
- ✓ D&D Computer Matching
 - Rank programs in order of preference
- ✓ After the Deadline
 - Prepare for potential interviews
 - Re-order ranking in D&D Digital before deadline if necessary
 - Send thank you notes to references and interviewers
 - Relax and wait for match day!