DIETETIC INTERNSHIP APPLICATION CHECKLIST

All application materials must be submitted by the dates on the Important Dates document.

The following MUST be completed.

<u>**Confirmation:**</u>

__ 1. Date of D&D Digital registration (www.dnddigital.com): _____

<u>**DICAS:**</u>

Submit <u>**online**</u>:

__ 1. Personal Statement (responding you the questions specific to UNCO's program)

__ 2. Completed Dietetic Internship Program application.

__ 3. Declaration of Intent to Complete Degree Form submitted by the Program Director of the Didactic Program in Dietetics where applicant is currently enrolled.
"or"
Verification of Completion of Program Form if applicant has already graduated (submitted by DPD Director).

__ 4. Three Confidential Letters of Reference submitted to DICAS by references. One reference must be from a current or former employer, one from a dietetics professor, the third is your choice.

__ 5. Resumé

__ 6. Upload to <u>Supplemental Information</u> in DICAS
    a. Application Checklist, checked off and signed.
    b. Completed Rotation Summary Form.
    c. All <u>Preceptor Facility form</u> in the order listed on the Rotation Summary Form.
    d. Supplemental essay question for GPA at or below 3.0

<u>Mail</u> to DICAS:

__ 7. Official Transcript(s) from each institution of higher learning attended sent directly from school to **DICAS address**. If you are currently taking courses to complete DPD requirements, wait until Fall semester grades are posted before ordering transcripts.

<u>**UNCO**</u>

__ Mail to University of Northern Colorado Dietetic Internship, Attn: Nikki Withrow, Campus Box 93, Greeley, CO 80639:

8. Application fee of $50.00 made payable to the University of Northern Colorado (cash will not be accepted). Application fee is non-refundable and must be <u>RECEIVED</u> by the application deadline. Plan ahead to mail it ahead of time to account for mail delivery.

__ 10. Include this Application Checklist, all items checked off and signed

* I acknowledge that I must complete the mandatory online courses and attend the on-campus Orientation during the dates listed under Important Dates.

_____
Signature   Date