



DI and MSDI Preselection for UNC Students

HOW TO APPLY- Please read directions carefully on website.

Step One:

- Please read the website closely and follow the directions. Go to www.unco.edu/nhs/dietetic-internship. If you are applying to the MSDI program go to the website and click on “Programs” and then click on “MS in Dietetics with Dietetic Internship” since the requirements are slightly different than the DI only program. If you are applying to the DI program, click on “Dietetic Internship” and follow the directions.
- The primary difference between the two programs (DI and MSDI) is that you do NOT need to submit a rotation summary schedule or the preceptor/facility forms for the MSDI application.
- The application process is still the same for pre-selection, but applicants will NOT upload their application packet to DICAS rather they will send it directly to dietetic.internship@unco.edu by **5PM MST on December 18th**.
- All required documents must be uploaded as a single PDF file and in subject line (LAST NAME, FIRST and if you are applying for MSDI or DI). Example: WITHROW, NIKKI/MSDI.

Step Two:

- Assemble your application packet using the **Application Checklist**
- The Required Documents are:
 - A. Applicants must complete a **personal statement** in 1,000 words or less. Questions to be addressed in the personal statement include:
 1. Describe an influential person or experience that had a positive impact on you and why.
 2. What are your strengths and weaknesses or areas needing improvement?
 3. If you had more free time in your day, what would you do to fill the hours.
 4. Please describe how you envision yourself as a leader within the Nutrition and Dietetics profession.
 - B. **MANDATORY ESSAY QUESTION IF YOUR CUMULATIVE GPA is EQUAL to or BELOW a 3.0** - if your Cumulative GPA is below a 3.00, please write in less than 300 words what

factors contributed to it and how did you change the way you approached your courses or the resources you utilized?" You do not need to complete if your GPA is above a 3.01.

- C. 3 Letters of Recommendation. (One reference must be from a current or former employer, one from a dietetics professor, the third is your choice).
- D. Letter of Intent/Verification of Completion.
- E. Unofficial Transcripts (one from each school ever attended)- If selected official transcripts will be needed.
- F. Preselection Checklist (1st page in application packet).
- G. Completed Rotation Summary Form if you are applying for the DI program.
- H. Preceptor/Facility Forms (if they are current preceptors for UNCO they do NOT need to complete a Preceptor/Facility Form. Please have them email you a statement of commitment and include this statement in your application packet).
- I. Resume

Step Three:

- The application fee of \$60 ***must be received*** by the Application Deadline. Plan to mail it well ahead of the deadline and request a delivery receipt. This is a non-refundable fee.

Send your application fee to:

*Nikki Withrow
University of Northern Colorado
Dietetic Internship
Campus Box 93
Greeley, CO 80639*

Step Four:

- Please check your work. Have another person read your application packet, personal statement and resume for errors.
- Make sure you have indicated full or part-time option and your concentration area for completing the internship on the Rotation Summary Form.
- If you have difficulty downloading application material from website or have additional questions, please email dietetic.intership@unco.edu.

Notification Date via Email: Mid- January

All accepted applicants are required to confirm their admission to the UNCO DI or MSDI within five days of notification. All accepted applicants will be notified that it is contingent upon final transcripts with DPD grades, DPD Verification Statement and confirmed degree.