

DIETETIC INTERNSHIP APPLICATION CHECKLIST

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

The following **MUST** be completed.

Confirmation:

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

DICAS:

Submit online:

- ___ 1. Personal Statement.
- ___ 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 Supplemental Information in DICAS
 - a. Application Checklist, checked off and signed.
 - b. Completed Rotation Summary Form.
 - c. All Preceptor forms followed by their Facility form in the order listed on the Rotation Summary Form.

Mail to DICAS:

- ___ 1. 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.

UNC:

Mail to UNC Dietetic Internship, Attn: Amy Baird, Campus Box 93, Greeley, CO 80639:

- ___ 1. 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 **RECEIVED** by the application deadline. Plan ahead to mail it ahead of time to account for mail delivery.
- ___ 2. If applicable, have ETS send official Graduate Record Examination (GRE) scores directly to Internship Program Coordinator by choosing correct available code: **4078**. *Hardcopy report from ETS must be provided.* (If GPA below 2.99)

* 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