

Preselection Dietetic Internship Application Checklist

For UNCO DPD students or alumni

(Please include this document as the first page in application packet)

Application Complete

Name:

- 1. Completed Internship Application Checklist (Due Date for all applications is December 18th by 5:00pmMST)
- 2. Personal Statement
- 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 dietetic.internship@unco.edu directly from the reference.
The subject should include "LOR for LAST NAME, FIRST NAME". One reference must be from a current or former employer, one from a dietetics professor, and the third is your choice.
- 5. Resume
- 6. Completed Rotation Summary Form and Preceptor/Facility Forms (only for DI, not for MSDI).
a. All Preceptor/Facility Forms in the order listed on the Rotation Summary Form. If preceptors are already approved (found on UNC Preceptor List), please have them write a short paragraph acknowledging that they have committed to being a preceptor for you.
- 7. Unofficial Transcript(s) from each institution of higher learning should be sent with your application. Wait until Fall Semester grades are posted to request. If you are accepted you will need official transcripts for final grades and graduation.
- 8. Program application fee of \$60.00 made payable to the University of Northern Colorado (cash will not be accepted, only check or money order.) The 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 being slow due to holidays.
- 9. MANDATORY essay question if your cumulative GPA is below a 3.0. (Only for DI, not for MSDI. MSDI must have GPA of 3.0 or greater to apply.) Please write in less than 300 words an explanation of what factors contributed to your GPA and how you changed the way you approached your courses or the resources you utilized.
- 10. I acknowledge that if I am accepted to the DI or MSDI that I will send final transcripts to dietetic.internship@unco.edu
Please send one PDF of all required documents to: dietetic.internship@unco.edu
- * I acknowledge that if accepted into the DI program I have to complete 2 online review courses and attend the 3-day mandatory online orientation prior to starting rotations and if accepted to MSDI I have to attend the 3-day mandatory online orientation prior to starting rotations.

Signature

Date