

# How to Apply

---

## Step One:

- Review the entirety of the website, focusing on application and admission requirements, the application checklist, required forms, and details on who can be a preceptor and securing preceptors
  - Prepare a current resume in order to use as an introduction to potential preceptors.
  - Prior to calling prospective preceptors, please read about the facility and what they have to offer. Often, facilities have a protocol for prospective interns and it is advised to know this prior to contacting a potential facility and/or preceptor.
  - After educating yourself about a potential facility and/or preceptor, email the prospective preceptor to discuss your intent to apply for UNCO's dietetic internship. In this email be sure to include your *updated resume* and *the list of required experiences* for the particular rotation you are trying to secure (find these forms under the "*Preceptor and Rotation Information*" heading on the *Application Process* page.
  - If you do not hear from a preceptor within 1-2 weeks, feel free to send a follow up email and possibly call and leave a voice mail.
  - Be prepared to "sell" yourself and the UNC Dietetic Internship when you contact a potential preceptor. Please approach it as a professional interview.
  - Please give potential preceptors the Program Director's email so they can ask for further clarification of the requirements and feel supported by UNC's dietetic internship program.
  - Once a preceptor has agreed to provide supervised practice experiences, have them complete the *Preceptor/Facility form* (which can be found under the "*Application Forms*" heading on the *Application Process* page. You will be uploading these, along with your *rotation summary form*, to the Supplemental Information section in DICAS.
  - When talking with a potential preceptor, often the question of reimbursement is asked. Here are some important points to keep in mind:
    - You will be able to provide 80 hours of RD or Management staff relief.
    - Many assignments are directed toward cost analysis and control which lend well to being coordinated with the needs of the facility.
    - Many assignments are directed toward improving productivity in program operations for clinical, community and foodservice facilities.
    - You can complete special project work that RD's and staff are not able to do.
    - Interns have proved to be useful during times of "organizational stress" such as preparing for Joint Commission site visits.
-

## Step Two:

- Assemble your information using the *Application Checklist* which is provided under the “*Application Forms*” heading on the *Application Process* page.
- Submit required documentation online for the DICAS portion of the application
- **Details on DICAS application process:**
  - This program is using the on-line centralized internship application, [DICAS](#), which may be accessed via the hyperlink. For questions, please [e-mail](#) DICAS. The on-line application must be completed for our program. The fee to use DICAS is \$50 for the first application submitted and \$25 for each additional application.
  - Applicants who apply to internships using DICAS will be asked to complete a **personal statement** in 1,000 words or less. **Forgo** answering the questions provided by DICAS, and instead answer the following questions specific to UNCO’s program:
    - *Describe an influential person or experience that had a positive impact on you and why.*
    - *What are your strengths and weaknesses or areas needing improvement?*
    - *If you had more free time in your day, what would you do to fill the hours.*
    - *Please describe how you envision yourself as a leader within the Nutrition and Dietetics profession.*
  - **Official transcripts from all colleges and universities attended** should be sent directly to: DICAS – Transcript Dept., PO Box 9118, Watertown, MA 02472.
  - When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
  - Applicants must also register online with [D&D Digital](#) for computer matching and select dietetic internship priority choices by deadline (see important dates page on UNCO’s website). There is an additional \$55 computer matching fee.
  - Additional information on using DICAS is available [here](#). Read through this information and scroll down for other topics to click on, specifically Suggestions to Improve Your Chances at Getting an Internship Position, Computer Matching Applicant Responsibilities, and Video for Dietetic Internship Centralized Application Services.
  - If you have any questions or concerns about your DICAS submission of information, please email [DICAS Customer Support](#) or call 617-612-2855.

- When you are ready to apply to DICAS, have the following documents ready for upload:
    - Dietetic Internship Program Application Form
    - Personal Statement (**make sure you have responded using UNCO's specific questions**)
    - Letters of Recommendation
    - Letter of Intent/Verification of Completion
    - Transcripts (one from each school ever attended). The must be mailed to DICAS address above.
    - Upload the following forms to the Supplemental Information Section with in DICAS:
      - *Application Checklist*
      - *Preceptor/Facility Form*
      - *Rotation Summary Form*
      - *Supplemental GPA Essay Question (for those with a cumulative GPA <3.0)*
        - *If your cumulative GPA is below a 3.0, please write in less than 300 words what factors contributed to it and how you changed the way you approached your courses or the resources you utilized? This supplemental question is MANDATORY for those meeting this requirement*
  - All DICAS documentation will be accessed by the UNC selection committee.
- 

## Step Three:

- Email [D&D Digital](#) or call 512-292-0490 to obtain computer-matching application for the internship.
  - You MUST complete the D&D application in order to be considered for acceptance to the UNC Dietetic Internship.
- 

## Step Four:

- The application fee of \$50 **must be received** by the Application Deadline on the [Important Dates](#) site. Plan to mail it well ahead of the deadline and request a delivery receipt.
- Send your application fee to:

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

---

## Step Five:

- Please check your work. Have another person read your application 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 or have additional questions, please email [dietetic.internship@unco.edu](mailto:dietetic.internship@unco.edu)