

Dietetic Internship Application Check List

DICAS Application

- DICAS received your transcripts from all colleges/universities
- DPD Course list (did you obtain one from Dr. Kiresich, the Dietetics Canvas, or website)
- Did you enter your coursework into DICAS? (Use your unofficial transcript to do that)
- Tests (If GRE is required)
- DPD Contact information (use dpd@cpp.edu, correctly choose Declaration of Intent or Verification Statement)
- Award, Experiences & Volunteer Activities (Did you finish entering)
- Letters of Recommendation – Ask 5-6 weeks before the deadline. Provide them with a list of programs to which you are applying, your resume, AND any deadlines or letters you need outside of DICAS (for a master's degree or if you are applying to early match).
- Personal statement (Before you submit, did you visit the Career Center or have someone else look at your personal statement?) Check Grammar, Spelling and did you cover information requested by each DI?
- Resume (again, did you review it and make sure it is done, have someone else read)
- Program Designation (to which programs you are applying?)
- Submit and Paid

D&D Digital

- Register for D&D
- Paid the one-time fee \$55.00 fee
- prioritized your internship choices

note: If you know how many DI you are applying, Do this step NOW!!! do not wait until Feb 15 you can re-order your internship choices between March 23-March 30

Internship

- Did you pay the internship fee? Mailing? Electronic?
Make sure they receive the payment or your payment should be postmarked by Feb 15 otherwise your application is still considered incomplete
- Did you also need an application for a master's degree program?
- Supplemental Materials (did they request any supplemental materials to be sent to them, uploaded to DICAS?) – check and make sure