

Application to the Dietetic Internship (DI)

Most DIs require you to complete the online centralized internship application, [Dietetic Internship Centralized Application System \(DICAS\)](#).

Take a deep breath! At first glance the DICAS application may seem overwhelming, but if you take it step by step, it's relatively straightforward. Every DI and every DPD runs a little differently. If you happen to categorize something differently than another student, this usually goes without notice as long as you follow the DICAS directions to the best of your ability. When in doubt, you can contact DICAS with your questions, *Email: dicasinfo@dicas.org, Call: 617-612-2855 (Hours: 9am-5pm EST)*.

Keep in mind every DI is unique and therefore, what they focus on in the application varies from one internship to the next. This is why it's important to focus on all components of the application. For example, some DIs use the personal statement as one of the key elements for ranking applicants. Others don't use them at all. Some DIs rely on the DICAS GPA calculations and others calculate their own GPA using your transcripts.

The DICAS Application must contain:

- **DICAS Application Fee:** the fee to use DICAS is \$50 for the first application submitted and \$25 for each additional internship application.
- **Personal Statement:** You must complete a personal statement in 1,000 words/8000 characters or less. Questions to be addressed in the personal statement include:
 - Why do you want to enter the dietetics profession?
 - What are some experiences that have helped to prepare you for your career?
 - What are your short-term and long-term goals?
 - What are your strengths and weaknesses or areas needing improvement?
 - ***Note*:** be sure to read the requirements of each DI you're applying to as some have modified what they require for the personal statement.
 - ***Note*:** you are able to write a tailored personal statement for each DI to which you are applying. I highly recommend you tweak your personal statement to make it specific for each DI.
- **Recommendations:** Applicants must submit 3 recommendations from faculty, academic advisors, employers, or other people who have supervised your studies or work. Think about not only who knows you best but also who you can count on to write a thorough recommendation. Ideally, one recommendation should come from an employer who supervised your volunteer or paid work, and one from an instructor of a course you took in nutrition/dietetics. ***All recommendations will be submitted electronically.*** Applicants must include the name and contact information (specifically an e-mail address) for each of their 3 references. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. You may never see

the recommendation unless you ask the individual to send you a copy before they submit. Other tips:

- Review the requirements of each of the DIs you are applying to as some are specific about the types of recommendations they require.
 - You will be able to designate which recommendations are designated for each DI program; thus you may tailor your recommendations for each DI. For example, if you are applying to two clinical based internship and one internship that focuses more on community, you could have an employer or supervisor who knows your clinical experience write a letter that you designate for the clinical DIs and a different reference who knows your community experience write a letter for the community DI application.
- **Resume:** DIs often use the resume to assess your experiences outside of dietetics. As a general rule, you should not go back beyond 10 years for experiences unless you feel it would be very meaningful for your application.
 - **Awards, Experiences and Volunteer Activities:** This is a key area of your application. Be as descriptive as possible but concise in your writing. Include all nutrition, food and dietetics related experiences and other relevant volunteer and work experience. If the experience is not nutrition, food and dietetics related, be sure to highlight transferable skills such as teamwork, communication, management, marketing, etc.
 - **Verification Statement:** a statement of Verification of Completion of the Didactic Program in Dietetics (DPD) or Declaration of Intent to complete academic requirements, is required. Until you have graduated, the correct form to select is the Declaration of Intent. Once you submit the request in DICAS (by entering the DPD Director Contact Information, Anne Hovinen at ahovinen@msudenver.edu), I will be notified electronically and will process the intent prior to the application deadline.
 - Do not panic if this takes a while. For me to process the Declaration of Intent or Verification Statement, I will need to pull your CAPPS to determine expected graduation date and must also list out all the courses you need to complete to finish the DPD at MSU Denver. It's more efficient for me to do this in bulk than to do it one by one as requests come in.
 - If you are applying for the spring 2015 match, I will not complete the intents until January 2015 when grades have officially posted. You will be notified by DICAS when I submit your intents.
 - **Official transcripts from all colleges and universities attended (this includes MSU Denver):** When applying online, applicants will be asked to download and fill out a Transcript Request Form which applicants should then send to the Registrar of each institution. The Registrar will send the official transcript directly to DICAS.
 - You should wait to request your transcript from MSU Denver until grades have posted for your most recent semester before the application deadline. For those applying in fall 2014, wait until summer grades have posted. For those applying

in spring 2015, wait until fall grades have posted. You want to present the most complete picture of your academic progress in your applications.

- For all other transcripts, order ASAP. These will always be attached to your application and this eliminates a panic in January when time is tight.
- **Digital Matching:** Applicants must also register online at D+D Digital for computer matching and select dietetic internship priority choices by 11:59 p.m. Central Time on the DICAS application deadline (Feb. 15, 201X for spring 201X match). There is a \$50.00 computer matching fee.
 - Once you've registered and made your priority selections by the deadline you are able to reorder your internship priority until April X, 201X (check this on the D&D Digital Calendar).
 - Why would you change your priority list? Through discussions with DIs or interviews you may get a better feel for how an internship might rank you.
- **Navigating through the DICAS application:**
 - You can navigate to the DICAS system directly at <https://portal.dicas.org>. You will need to create a new account if you have not already set one up.
 - When logged in, please note that there are instructions for every section at the top right hand corner of each page.
 - In the College(s) Attended section, MSU Denver is a DPD College. Any college without a DPD program (even if you did a course there for transfer to ours) is "Other College".
 - In the DPD Director Contact Information section of the DICAS Application, the Director of Program is Anne Hovinen ahovinen@msudenver.edu).
 - In the College(s) Attended section, after you have added your schools, click the orange button to the left of your school listing to obtain a transcript form. Send a separate transcript request form to each school you have added.
 - DPD Course List Form: The intent of this form is to provide clarity to DICAS applicants on the courses that should be included in the "Session and Coursework" section and to help applicants correctly classify the courses as either DPD *Professional* or *Science* courses. The DPD Course List that is needed is based on your catalog year; please select the appropriate link from our Department website, <http://www.msudenver.edu/nut/dieteticinternshipinformation/>

If you've taken an approved course equivalent to any course listed on the DPD Course List form (i.e., course taken at another institution, course taken as a special study, course content completed during an alternative program, etc.), you will add the name of actual course taken in the "Session and Coursework" section of the application exactly as it appears on your transcript(s). Therefore, you may have courses listed in your "Session and Coursework" section of the application that do not appear exactly the same as those listed on the DPD Course List form.