

Fall 2023 Supervised Practice Application Checklist

Check off as completed:	Deadlines:
<input type="checkbox"/> Set up a DICAS online account	
<input type="checkbox"/> Read through the <i>DICAS Applicant Help Center</i> documents located under the question mark at the top of DICAS	
<input type="checkbox"/> Begin completing your application on DICAS <input checked="" type="checkbox"/> Make sure to fill out all sections completely; especially the <i>Supporting Information</i> section (do not expect DI Directors to refer solely to your resume)	
<input type="checkbox"/> Take GRE (Graduate Record Exam) over the summer, if needed (refer to individual program websites for requirements)	
<input type="checkbox"/> Create a resume listing experiences, memberships, awards/honors, certifications, etc. Ideally one page; two pages maximum. Include <u>all</u> college experiences. High School experiences should not be included.	
<input type="checkbox"/> Begin writing your Personal Statement <input checked="" type="checkbox"/> Refer to individual program requirements; PSs should be tailored to each program <input checked="" type="checkbox"/> Here is a link for basic PS requirements <input checked="" type="checkbox"/> Make an appointment with your school's career center to review strong draft of PS	
<input type="checkbox"/> Select a minimum of 15 programs you're interested in (you will whittle them down; however, it is recommended to apply to around 5+ programs). Resources: <input checked="" type="checkbox"/> Academy's Accredited Programs Directory <input checked="" type="checkbox"/> Applicant Guide to Supervised Practice – access through your DPD Director (pdf and excel)	
<input type="checkbox"/> Develop an application checklist for each program (make note of early application deadlines!)	
<input type="checkbox"/> Enter all colleges/universities attended on DICAS under <i>Academic History</i>	
<input type="checkbox"/> Request official transcripts to be sent to DICAS under <i>Academic History > Colleges Attended</i>	
<input type="checkbox"/> Upload your program's DPD Course List to DICAS under <i>Supporting Information > Documents</i> ; obtain from your DPD Director	
<input type="checkbox"/> Enter coursework from all colleges/universities attended on DICAS under <i>Academic History</i> . Use the <i>DPD Course List</i> above to designate courses as DPD Professional or DPD Science courses.	
<input type="checkbox"/> Select the programs you will be applying to under the <i>Add Program</i> tab. Each program will list important information here. Once you've selected programs, they will show up in <i>My Application</i> and you will be able to add documents under <i>Program Materials</i> . Here you will find each program's instructions for applying and links to each program's website.	
<input type="checkbox"/> Request letters of recommendation (typically 2 academic & 1 professional) from your letter writers. Most programs require 3 references.	
<input type="checkbox"/> Input the names and contact information of your references for Letters of Recommendation within each program's DICAS page under <i>Program Materials</i> . (ask your letter writers first!)	
<input type="checkbox"/> Input your DPD Director's name and email on DICAS under <i>Supporting Information > DPD Documents</i> . If you've already graduated: request the <i>Verification Statement</i> ; if you have not graduated: request the <i>Declaration of Intent to Complete</i>	
<input type="checkbox"/> If the programs you are applying to participate in the computer match: set up a D&D Digital Systems account for computer matching and pay the \$65 match fee.	
<input type="checkbox"/> Final drafts of Personal Statements	
<input type="checkbox"/> Final draft of Resume	
<input type="checkbox"/> Final draft of DICAS Application	
<input type="checkbox"/> Compare DICAS application to individual program application checklists you created	
<input type="checkbox"/> Upload any additional items required by individual programs under <i>Program Materials</i>	
<input type="checkbox"/> Upload final Personal Statements to each program's DICAS page under <i>Program Materials</i>	
<input type="checkbox"/> Upload final Resume to DICAS under <i>Supporting Information > Documents</i>	
<input type="checkbox"/> Submit your applications under the <i>Submit Application</i> tab. <input checked="" type="checkbox"/> Pay DICAS Fees (\$50 for First Application, \$25 for Each Additional Application); click submit! (You may "submit" even though transcripts and letters of recommendation are not yet showing up as received) <input checked="" type="checkbox"/> You can also add additional programs later for \$25 each	
<input type="checkbox"/> Mail required documents to individual programs, such as application fees	
<input type="checkbox"/> Last day to submit completed Applications on DICAS. Some programs have early deadlines! Closes at 11:59pm (CT)	9/25/23*
<input type="checkbox"/> D&D Digital deadline for computer match registration & ranking program preferences. Closes 11:59 pm (CT)	9/25/23*
<input type="checkbox"/> Last day to mail supplemental materials/fees to programs. NOTE: some programs have earlier deadlines!	9/25/23*
<input type="checkbox"/> Deadline to re-order online list of DI rankings, if desired, October 23-October 30, 2023; by 11:59 pm (CT)	10/30/23
<input type="checkbox"/> Deadline to withdraw from the match	10/30/23

*Dates are last possible date to submit; plan ahead and submit early to avoid the rush. Some programs have earlier application deadlines.

IMPORTANT DATES:

- Applicant Notification Day: Sunday, November 5, 2023 @ 6 pm (CT)
- Applicant Appointment Day: Monday, November 6, 2023 – Applicants must notify the Program Director if they accept/reject the computer match by 6:00 pm of the program's time zone.
- DIs with openings may contact and offer an appointment to **applicants on their original list who did not match**: Tuesday, November 7, 2023 beginning at 6:00am (CT).
- Posting date of programs with open positions on D&D Digital site (2nd Round & ISPPs): Wednesday, November 8, 2023 @ 11:00am (CT) & DICAS re-opens for non-matched applicants to update and submit their application. Deadlines vary.
- ISPPs open for receiving 2nd round applications: Wednesday, November 8, 2023 at 11:00 am (CT)
- Information on [ISPPs](#)
- Additional options include Coordinated Programs (CP) and Future Education Model Graduate Programs (FG). Information on these programs can be found [here](#)
- Deadlines for 2nd Round DIs, ISPP, CP, and FP applications: vary

This checklist is to help you plan for the Supervised Practice application process and does not include all steps in the application process. It is your responsibility to visit DICAS, D&D, & individual program websites for instructions & deadlines.