APPLYING TO SUPERVISED PRACTICE PROGRAMS AN OVERVIEW

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ASST. PROGRAM DIRECTOR, DIETETICS

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OVERVIEW

- Overview of Internships
- The Application Process
- Matching Process
- The Dietetic Internship Application - DICAS
- GPA Calculation
- Reference Letter Requests
- Transcript Evaluation

Becoming a Registered Dietitian Fall 23

Upcoming Events

SEP 28 — **BECOMING A DIETITIAN**
Brief overview of the process

OCT 5 — **APPLYING TO PROGRAMS**
Application process overview

OCT 12 — **TYPES OF PROGRAMS**
& Narrowing your list

OCT 19 — **DICAS APPLICATION PROCESS**
Walk through DICAS

OCT 26 — **RESUMES**
Bring your resume!

NOV 2 — **PERSONAL STATEMENTS**
What to include

NOV 9 — **FINANCING GRADUATE SCHOOL**
Comparing costs of DIs

NOV 16 — **RD CAREER PATHS**
& specialty credentials

NOV 30 — **PROGRAM INTERVIEWS**
What to expect/how to prepare

DEC 7 — **THE MATCHING PROCESS**
How to rank programs

If you are planning on applying to Supervised Practice (SP) / Dietetic Internships (DI) in 2024, plan to attend these presentations!

MEYER 3208 1:10-2:00

All presentations are live, synchronous Zoom, & recorded.

given by
Joan Frank,
MS, RDN, FAND
Asst. Director,
Didactic Program
in Dietetics

Careers4RDN.com

RDN / DN

Your career resource for all things nutrition & dietetics:

Dietetic Internships

Registered Dietitian Nutritionists

Degreed Nutritionists

UCDAVIS
DEPARTMENT of NUTRITION

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Dietetic Internship Application Materials

The below materials are available to download in Microsoft Office (Access, Excel, Word) and Adobe PDF formats. Microsoft Office documents can be downloaded and edited in the appropriate Office application. Adobe PDF documents can be downloaded, edited in the free Acrobat Reader and saved (they can't be edited in your browser window). If you want to download the PDF file to edit, right click on the link (or for Mac press and hold cntrl and click on the link) and go to Save Link As and save the file to your desktop to edit. The free Adobe Reader is available for download.

Departmental Forms

- Form A: Faculty/Staff Recommendation Letter Request - for Dietetic Internships - **updated 6/30/2021** (PDF, Word)
- Form A: Instructions - **updated 6/30/2021** (Word)
- Form B: Faculty/Staff Recommendation Letter Request - for Graduate School only - **updated 6/30/2021** (PDF, Word)
- Form B: Instructions - **updated 6/30/2021** (Word)
- Confidentiality Waivers (PDF)
- Checklist for UCD Didactic Program in Dietetics - **updated 05/21/2019** (Excel, PDF)
- DPD Course List - Required Supplemental Form - **updated 05/21/2019** (PDF)

Academy Forms

- Declaration of Intent to Complete Degree and/or CAADE-approved Minimum Academic Requirements (Word, PDF)
- 2020-2021 Applicant Guide to Dietetic Internships PDF format - **updated 10/06/2020**
- 2020-2021 Applicant Guide to Dietetic Internships XLS format - **updated 10/06/2020**

Please send questions or comments to:

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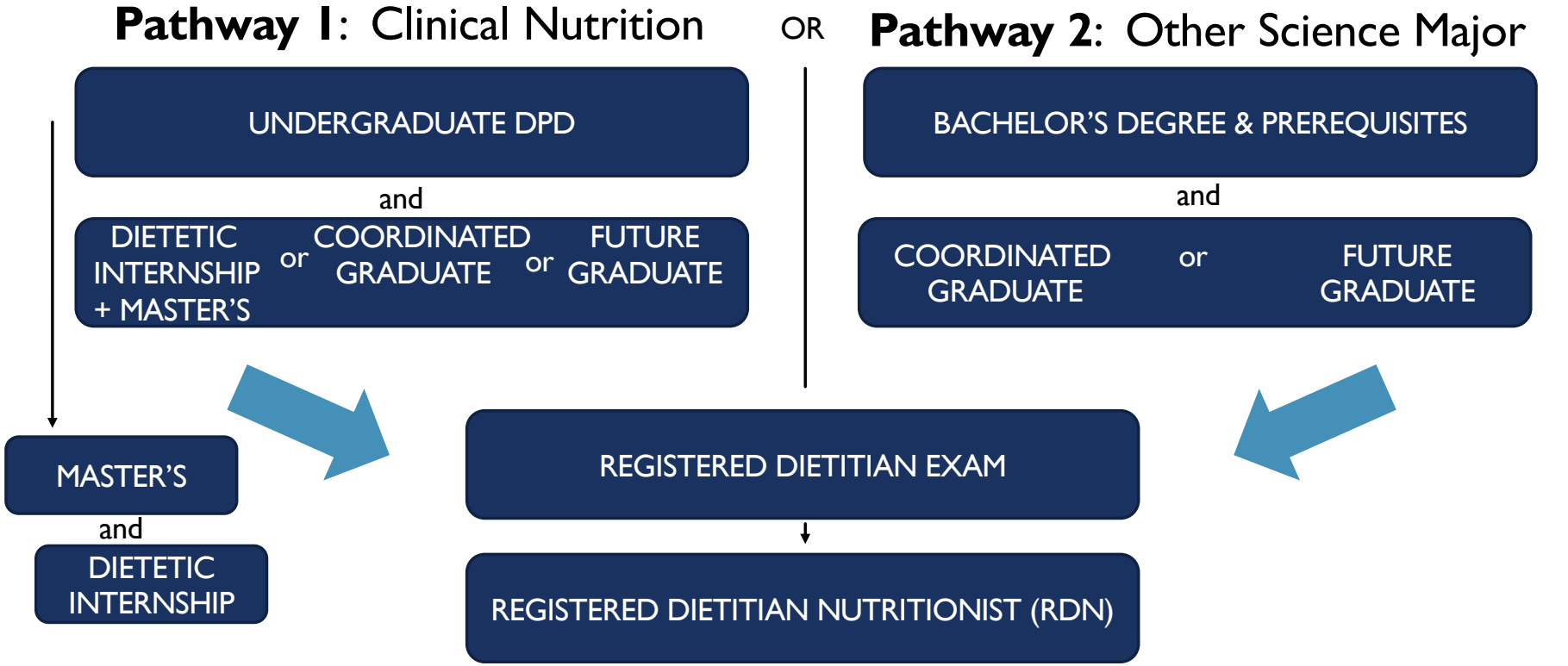
Assistant Director, Didactic Program in Dietetics
Nutrition Department - 3135 Meyer Hall
University of California, Davis
One Shields Avenue
Davis, CA 95616-5270
e-mail: jsfrank@ucdavis.edu

2 PATHWAYS TO THE RDN

Becoming a RDN



www.Careers4RDN.com

DI APPLICATION PROCESS – 2 STEPS

- Coordinated/Future Graduate Programs
  - refer to their program websites OR DICAS

- DI Application – DICAS
  - Application video: https://vimeo.com/752082325/0893b172b9
- Ranking & Match – D&D Digital
  - https://www.dnddigital.com/ada/index.php

DICAS
Dietetics Inclusive Centralized Application Service

D&D Digital
A Sigler Company

APPLICATION PROCESS - DICAS

- Feb 15, 2024 is the deadline for the Spring Match
- There will be NO Fall Match
- NOTE: Some programs may have earlier deadlines!!!
- Fees:
  - $50 for first program
  - $25 each additional program
- DI program supplemental application packets
  - Fees, etc.

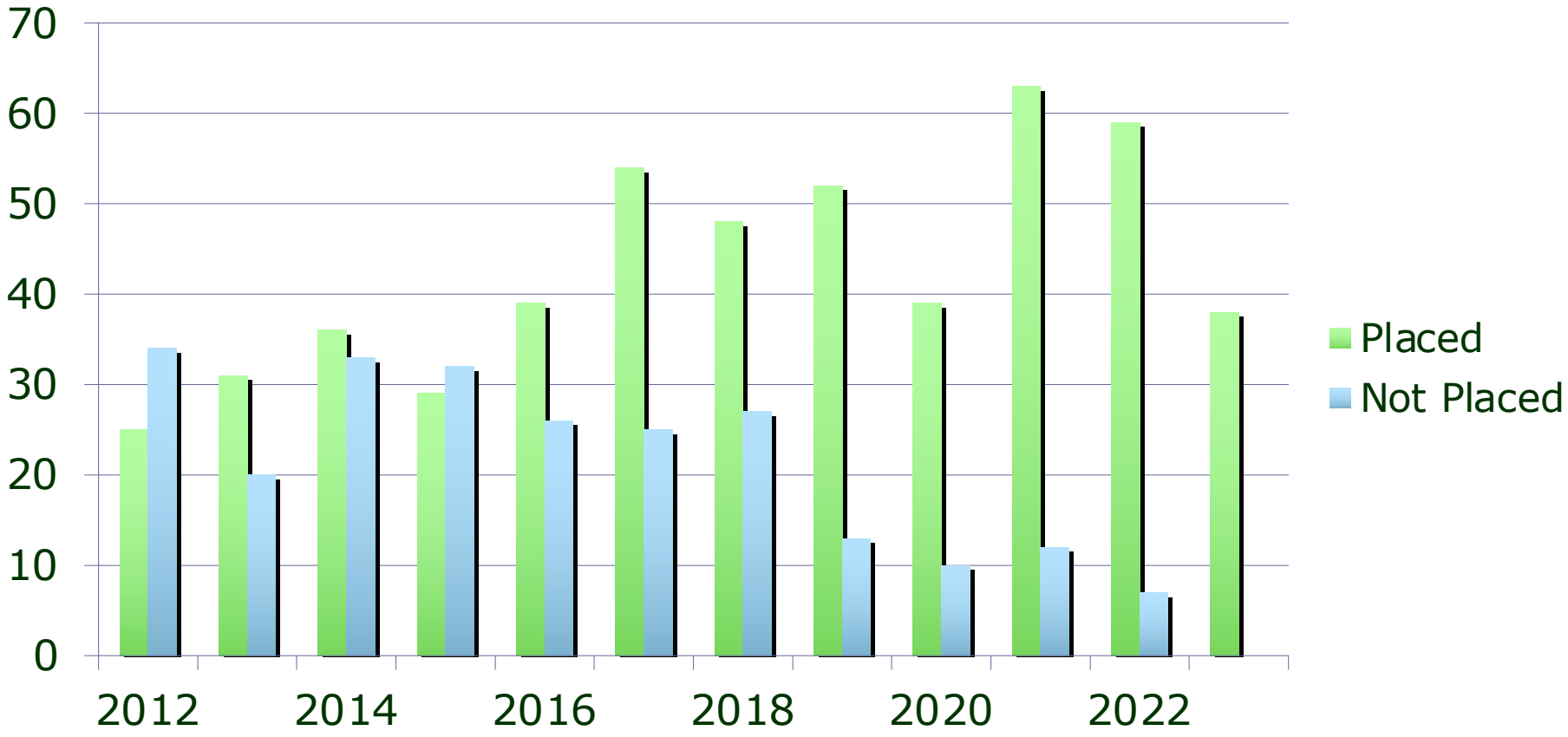
DICAS
Dietetics Inclusive Centralized Application Service

THE MATCHING PROCESS – D&D

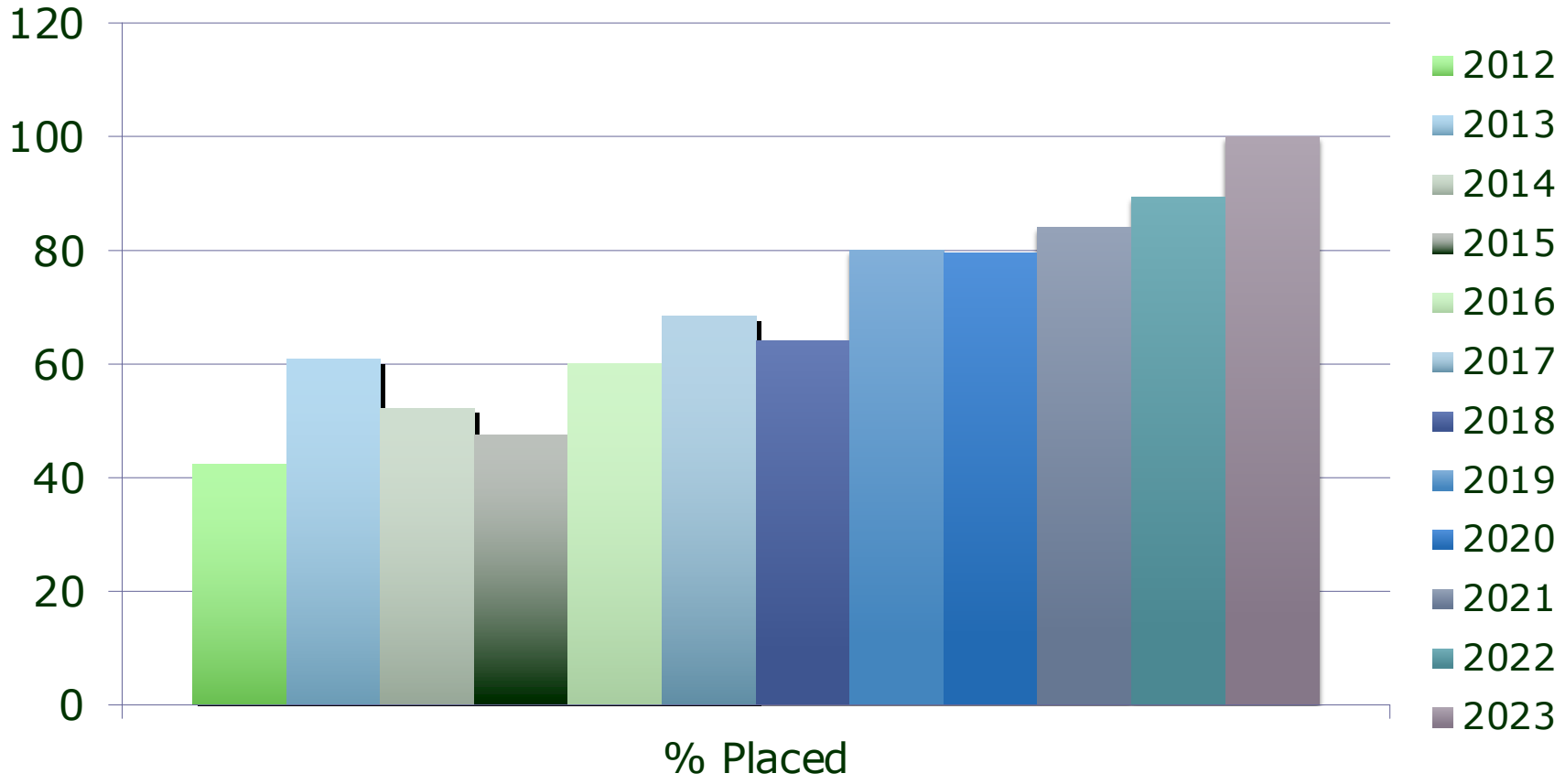
- Feb 15, 2024 is the deadline for the Spring Match
  - computer match in April
- NO Match after Spring 24
- Computer matching fee ($65)
  - Select programs to which you're applying
  - Rank those programs
- Register online for the match:
  - www.dnddigital.com

D&D Digital
A Sigler Company

UC DAVIS SPRING NUMBER OF APPLICANTS TO SUPERVISED PRACTICE/DIETETIC INTERNSHIPS



UC DAVIS SPRING
% APPLIED & ACCEPTED TO
SUPERVISED PRACTICE/DIETETIC INTERNSHIPS



UC DAVIS 2023 PLACEMENTS:

CALIFORNIA:

- SFSU MA/RD x 3
- UCDMC x 3
- CSU Sac x 2
- U of Pacific GP x 2
- Golden Gate 6 mo x 2
- Central Valley WIC
- UC San Diego DI
- Cal Poly Pomona MS/DI

DISTANCE:

- U Utah CP
- NutriCo
- Morrison
- Lagniappe Wellness

DIETETIC INTERNSHIPS:

- Johns Hopkins U
- U Maryland
- UN Reno 6 mo x 2
- CUNY Hunter College
- Cornell

DIETETIC INTERNSHIPS / GRADUATE:

- NYU MS/DI
- Boston U MS/DI
- Lagniappe Wellness MS/DI
- Rutgers GP
- Tufts MS/DI
- U Michigan CP
- U Georgia PhD/DI
- Illinois State MS/DI

THE DIETETIC INTERNSHIP APPLICATION

- DICAS or
- Request application from Programs
  - Some have their own applications
  - Dates vary for MS programs

DICAS

Dietetics Inclusive Centralized Application Service

⚠ This is a testing environment for the application - no submission from this environment will be considered valid

Welcome to DICAS

Welcome!

Welcome to DICAS, the centralized application service for dietetics. DICAS is a service of the Academy of Nutrition and Dietetics.

DICAS offers a convenient, web-based application service that allows applicants to apply to participating dietetics supervised practice programs and/or graduate dietetics programs by completing a single online application.

If you need accommodations or assistance regarding the accessibility of DICAS, please contact customer support at 617-612-2855.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

Forgot your username or password?

APPLICATION ELEMENTS

- GPA & Transcripts
- Resume
- Personal Statements
- Experience
  - paid
  - volunteer
  - class work
- References
- Intent to Complete / Verification Statement

GPA CALCULATION

- Undergraduate GPA
- DPD GPA
- DPD Science GPA

- OASIS
- GPA Calculators online

Dietetic Internship Centralized Application Services

DPD Course List
Required Supplemental Form
To Be Completed By the DPD Program Director

DPD Program Institution:	University of California, Davis
DPD Director:	Dr. Francene Steinberg
Website for Course Catalog:	http://catalog.ucdavis.edu/programs.html

Abbreviations used on official transcripts listed.
( ) – Abbreviations used on student registration, unofficial transcripts, and catalog descriptions.

DPD Professional Courses	DPD Science Courses
ECON (ECN) 1A or ECON (ECN) 1B	BIOLSCI (BIS) 2A
UWRITNG (UWP) 1 or ENGLISH (ENL) 3	BIOLSCI (BIS) 2B
COMUNCN (CMN) 1	CHEM (CHE) 2A
PSYCH (PSC) 1	CHEM (CHE) 2B
ANTHRO (ANT) 2 or SOCIOL (SOC) 1 or 3	CHEM (CHE) 2C
FD S&T (FST) 100A	CHEM (CHE) 8A or CHEM (CHE) 118A
FD S&T (FST) 100B	CHEM (CHE) 8B or CHEM (CHE) 118B
NUTR (NUT) 106 **or** FD S&T (FST) 101A **and** 101B	MIC BIO (MIC) 102 **and** 103L
NUTR (NUT) 111AY	AN BIOL (ABI) 102
NUTR (NUT) 111B	AN BIOL (ABI) 103
NUTR (NUT) 112	BIOLSCI (BIS) 101
NUTR (NUT) 116A	NE PH B (NPB) 101
NUTR (NUT) 116AL	NE PH B (NPB) 101L
NUTR (NUT) 116B	STATIST (STA) 13
NUTR (NUT) 116BL	
NUTR (NUT) 118	
NUTR (NUT) 190	
FDSRVMG (FSM) 120	
FDSRVMG (FSM) 120L	
FDSRVMG (FSM) 122	
AGRESEC (ARE) 112	

TRANSCRIPT EVALUATION BY DPD DIRECTOR

- Before completing degree you'll receive:
  - "Declaration of Intent to Complete"
- Upon degree completion you'll receive:
  - "Verification Statement"

Dietetic Internship Centralized Application Services

- Instructions
- VIDEO
- PERSONAL STATEMENT
- RESUME
- REFERENCES
- APPLICATION CERTIFICATION
- PROGRAM DESIGNATIONS
- FEE SCHEDULE
- GENERAL INSTRUCTIONS
- TRANSCRIPTS
- MATCH INFORMATION
- DPD COURSE LIST FORM
- APPLICANT AND EDUCATIONAL INFORMATION
  - Contact Information
  - Personal Information
  - Background Information
  - Colleges Attended
  - Coursework
  - DPD Contact Information
  - Awards, Experience & Volunteer Activities
  - Tests

Personal Statement

In this section you will create your personal statement. You have two options. You may create one generic statement, suitable for sending to all programs, or you may create multiple tailored statements, which personally address the individual program to which it will be sent.

Start by selecting "Add New Entry" at the top of the page. Title the personal statement. If you are tailoring your statements, for ease of reference, we recommend using the internship program name for which the statement is intended as the title. You may enter your personal statement text into the text box manually, or copy and paste the text from an existing word processing document. Please note that the text box provided has a maximum limit of 8,000 characters, which is approximately 1,000 word.

In your personal statement, please address the following items.

1. Why do you want to enter the dietetics profession?
2. Discuss experiences that have helped to prepare you for your career.
3. What are your short-term and long-term goals?
4. What are your strengths and weaknesses or areas needing improvement?
5. What other information do you consider important for the selection decision?

Once you are satisfied with your personal statement you may save it by clicking the save button at the bottom of the page.

REFERENCE REQUESTS

- Applicant requests references (3) – at least 30+ days in advance!
  - 2 faculty members (depends upon program!)
  - 1 employer/volunteer supervisor
- DICAS emails references
- Applicant notified when complete

UCD NUTRITION - REFERENCE LETTER REQUESTS

- DEADLINE for UCD requests: by end of finals week
- Complete Form A (on departmental website) and submit to ADVISING by 1/8/24 (deadline)
  - Form A:
    - List of programs
    - List of courses you've taken with the instructor
    - List of strengths & weaknesses
    - Photo of yourself
    - Release form
  - Transcripts (unofficial)
  - Resume
  - Personal statement

FORM A – Faculty/Staff Recommendation Letter Request

Attach your resume, personal statement (letter of intent), photocopy of your unofficial college transcripts (including your most recent UCD transcript), and the signed *"Authorization For Disclosure of Information."*

(Turn in to the Advising Department Office via e-mail (nutforms@ucdavis.edu)

– DUE at least 30 days prior to deadlines –

- For deadlines in January, February, & March, the deadline is the first Monday of Winter Quarter -

Name:	Phone:
E-Mail:	Recommender:
Anticipated/Actual Graduation Date:	

Current GPAs:	UCD Undergrad:	_____	If applying to Supervised Practice (DIs):	
	Transfer Undergrad:	_____	DPD Overall:	_____
	Overall (UCD + transfer):	_____	DPD Professional:	_____
	Graduate (if applicable):	_____	DPD Science:	_____

I am applying to:

☐ Master's/PhD ☐ Master's Coord. Grad. ☐ Master's Future Grad. ☐ Master's w/ DI ☐ DI ☐ Other

DATE OF FIRST DEADLINE:

GRADUATE SCHOOL PROGRAMS:

Check box for each program that includes Supervised Practice/Dietetic Internship hours

1.	**Deadline Date:**	
	Program Name: ☐	
	University:	
	Degree Pursuing:	
	Subject Area:	
	City, State:	
	Additional info:	
2.	**Deadline Date:**	
	Program Name: ☐	
	University:	
	Degree Pursuing:	
	Subject Area:	
	City, State:	
	Additional info:	
3.	**Deadline Date:**	
	Program Name: ☐	
	University:	
	Degree Pursuing:	
	Subject Area:	
	City, State:	
	Additional info:	
4.	**Deadline Date:**	
	Program Name: ☐	
	University:	
	Degree Pursuing:	
	Subject Area:	
	City, State:	
	Additional info:	
5.	**Deadline Date:**	
	Program Name: ☐	
	University:	
	Degree Pursuing:	
	Subject Area:	
	City, State:	
	Additional info:	

COURSES TAKEN FROM THIS INSTRUCTOR:

Course:	Quarter/Year:	Grade:

OTHER INSTITUTIONS ATTENDED/DEGREES/ CERTIFICATIONS: (In Chronological Order)

ATTACH PHOTO HERE (required):

TYPES OF INTERNSHIP PROGRAMS

- Full-time vs. Part-time
- Degree or Non-degree (already have master's)
  - M.S., M.A., MPH, MBA
- Duration – 6 to 24 months
- Concentration – MNT, Community, Management, Technology, etc.
- Distance Internships
- ISPP – available AFTER match
  - Individualized Supervised Practice Pathway

WHAT ARE DIS LOOKING FOR?

- GPA
- (GRE)
- Paid/Volunteer experience
- Extracurricular activities
- Leadership experience
- Letters of recommendation
- Personal characteristics
- Interview
- Academy/SNA activities

HOW MANY DIS SHOULD YOU APPLY TO?

- It depends!

APPLICANT GUIDE TO SUPERVISED PRACTICE 2023/2024

San Francisco State University Internship

PROGRAM TYPE: ☑ Internship ☐ Internship w/ Adv. Degree ☐ Internship w/ Adv. Degree Avail. ☐ FEMGP ☐ Distance Internship ☐ Coord. Program-Grad. ☐ Coordinated Program-Undergrad. ☐ ISPP

Director: Wanda Siu-Chan Phone: 415-338-3422 Ext: Fax: 415-338-0947

Institution: San Francisco State University Internship Email: siuchan@sfsu.edu

Website: http://fina.sfsu.edu/Dietetic%20Internship

MAILING ADDRESS:

College/School: San Francisco State University

Department: Family Interiors Nutrition & Apparel Street: 1600 Holloway Ave. Mail Drop:

Hall/Bldg: Burk Hall 329 P.O. Box: City: San Francisco State: CA Zip: 94132-4161

PROGRAM INFORMATION:

Start Date 1: Mid-July Start Date 2: Number of openings: 14

Program Length (weeks): 11 Months ☑ Full-time Hr/Wk: 40-50 ☐ Part-time Hr/Wk:

Number of applicants 2 years ago: 75 Number of Interns/Students 2 Years Ago: 14 Number in 2nd Round/ ISPP Last Year:

Number of applicants Last year: 85 Number of Interns/Students Last Year: 14

FOCUS OF PROGRAM: Weeks in Concentration:

Concentration: Clinical/MNT Additional Concentration:

CLINICAL PRACTICE EXPERIENCES:

Length (weeks): 20-26 wks ☑ Academic Medical Center ☑ Regional Medical Center ☑ Medical Center ☑ Small Medical Center ☑ Pediatric Hospital ☑ Rehabilitation Center ☑ VA Medical Center ☑ Community Hospital ☐ State Hospital ☑ Long-term Care Facility ☑ Out Patient Clinic

Other:

☑ Medicine ☑ Nutrition Support ☐ Women's Health ☐ Pediatrics ☐ Bariatrics ☐ Psychatric Care ☐ Trauma ☑ Pulmonary ☑ GI ☑ Surgery ☑ Renal/Dialysis ☑ Critical Care ☐ Burn Care ☐ Eating Disorders ☑ LTC ☐ Geriatrics ☐ Neurology/Spinal Cord Injury ☐ NICU ☑ Oncology ☐ HIV/AIDS ☑ Cardiology ☐ Organ Transplant

Other:

COMMUNITY PRACTICE EXPERIENCES:

Length (weeks) 3-8 wks ☑ Community Clinics/Programs ☑ PublicHealth/Health Departments ☑ WIC ☐ Child Services ☑ Schools ☐ Food Banks ☑ Cooperative Extension ☑ Meals on Wheels ☑ Senior Services ☑ Community Meals ☑ Fitness/Wellness

Other:

MANAGEMENT PRACTICE EXPERIENCES:

Length (weeks): 5-6 wks ☑ Healthcare ☑ Public Schools ☐ College/University ☑ Commercial/Retail ☑ Community Facilities

Other:

STAFF RELIEF PRACTICE EXPERIENCES:

Length (weeks): 2 wks ☐ All Rotations ☑ Clinical ☐ Clinical Administration ☐ Nutrition Education/Counseling ☐ Intern Choice ☐ Eating Disorders ☐ Health Dept ☐ State/Federal Agency ☐ Community ☐ Food Service ☐ Public Health

Other:

NON-TRADITIONAL AND SPECIALTY PRACTICE EXPERIENCES:

Non-Traditional Practice (weeks): Specialty Practice (weeks): Elective (weeks): 3-4 ☐ International ☐ Hospitality ☐ Dental ☐ Corporate Wellness ☐ Rural Health ☐ Community Agriculture/Urban Gardening ☐ Information Systems ☐ Independent Study ☐ Sales and Marketing ☑ Renal ☐ Culinary ☐ Sports Nutrition ☐ Research ☐ Advanced Practice ☐ Program Planning ☑ Public Health ☑ Pediatrics ☑ Eating Disorders ☑ Underserved ☑ Diabetes ☑ Media/Communication ☑ Neonatal ☐ Leadership ☐ Indian Health ☐ Military Skills ☐ Surgery ☑ Private Practice/Entrepeneur ☐ Retail ☑ Non-Profits

Other:

OTHER IMPORTANT PROGRAM INFORMATION:

Typical accepted applicants have a strong DPD GPA, significant work/volunteer experience in dietetics or another area that would provide transferable skills relevant to an internship, and strong interpersonal and communication skills. Interns that are mature, motivated, flexible, interested in learning, and have strong time management, interpersonal, and organizational skills are most successful. A car is required. A one hour commute each way can be expected as the norm in the Bay Area.

ESTIMATED COST OF LIVING:

Stipends

☐ Monetary ☐ Available to all | ☐ Tuition Waiver ☐ Available to all | ☐ Assistantship ☐ Available to all | ☐ Fee Waiver ☐ Available to all | ☐ Parking ☐ Available to all | ☐ Other Stipend ☐ Available to all

If checked, stipend is available to all students without restrictions, however, this does not guarantee a student will be awarded a stipend even if a stipend is available and the student is eligible. Any eligibility restrictions are explained below.

Stipend Restrictions:

Percentage of students/interns awarded stipend (5 year average):

Estimated Stipend Value: Year one: $ Year two: $

Living Expenses

Meals

Meals: Some | % of Meals Provided: | Estimated Meal Cost: $ 1000-3000

Insurance

Liability Insurance provided? Yes | If not provided, cost of liability insurance per year: $

Health Insurance provided? No | If not provided, cost of health insurance per year: $ 1000-2200

Housing and Transportation

Housing assistance provided? No | If not provided, estimated rent per month: $ 800-1800

Is a car required? Yes | Estimated transportation cost per year: $ 1900

Dues and Fees

Required Dues During Internship

Academy Student Membership? Yes | Local District Membership? Yes

Application Fees

Program Application Fee: $ 80 | Grad School Application Fee: $ 55

Program Fees

Year One:	All Students/Interns: $	$13,200	Resident: $	$13,200	Non-resident: $	$13,200
Year Two:	All Students/Interns: $		Resident: $		Non-resident: $	

Tuition and Course Work

Tuition

Year One:	All Students/Interns: $	$13,200	Resident: $	$13,200	Non-resident: $	$13,200
Year Two:	All Students/Interns: $		Resident: $		Non-resident: $	

Course Work (cost if not included in tuition)

Graduate credits required? Yes | Number of graduate credits required: 24

Cost per Credit: All Students/Interns: $ 550 | Resident: $ 550 | Non-resident: $ 550

Finances

Employment Opportunities during Program

Job opportunities: Outside employment strongly discouraged

Program recommendations:

Financial Aid

Any financial aid: yes | Government loans: Yes | Scholarships: No | Assistantships: No

Financial aid website: http://www.sfsu.edu/~finaid

Other: In the past, financial aid award was only enough to cover tuition (loan, not grant)

Other Expenses - please visit program's website for detailed additional expenses

ADMISSION REQUIREMENTS:

Overall Cum. GPA: 2.7 | Min. DPD GPA: 3.00 | Min. Science GPA: | Min. DPD Prof GPA:

GRE required? No | Min. Verbal: | Min. Quant.: | Min. Writing: | Avg Overall Cum. GPA Interns: 3.6

Work Experience: Recommended | Volunteer Experience: Recommended | Interview Required: Phone

EVALUATION OF APPLICANTS: Please rank the following selection criteria, 1 represents the most important on the scale.

Rank 1	DPD GPA	Rank 3	References	Rank 5	Cum. GPA	Rank 7	DPD Prof. GPA
Rank 2	Work Experience	Rank 4	Volunteer Experience	Rank 6	Interview	Rank 8	Personal Statement

Other: Phone interview given only for the top ~40 candidates, which is based on the other criteria.

APPLICATION INFORMATION:

Spring Match: Yes | Fall Match: No | DICAS Participation: Yes | Assessment of Prior Learning Avail.: No

Applicant Requirements:

RESOURCES

- Careers4RDN.com
  - 2023-2024 DI Open House Listing
- Instagram @Careers4RDN
- UC Davis Dietetic Internship Application Materials
  - https://nutrition.ucdavis.edu/academics/dpd/diet-intern-app-mats
- DICAS
  - https://dicas.liaisoncas.com/applicant-ux/#/login
- D&D Digital
  - https://www.dnddigital.com/ada/index.php

GOALS FOR THE NEXT FEW MONTHS

- Attend/view weekly presentations!
- Complete the DICAS application components
- Work on Personal Statement
- Research internships
- Take the GRE (if needed)
- Request Letters of Recommendation
- Plan A, B, C

Spring 2024 Supervised Practice Application Checklist

Check off as completed:	Deadlines:
❑ Set up a DICAS online account	
❑ Read through the *DICAS Applicant Help Center* documents located under the question mark at the top of DICAS	
❑ Begin completing your application on DICAS ✓ Make sure to fill out all sections completely; especially the *Supporting Information* section (do not expect DI Directors to refer solely to your resume)	
❑ Take GRE (Graduate Record Exam) over the summer, if needed (refer to individual program websites for requirements)	
❑ Create a resume listing experiences, memberships, awards/honors, certifications, etc. Ideally one page; two pages maximum. Include all college experiences. High School experiences should not be included.	
❑ Begin writing your Personal Statement ✓ Refer to individual program requirements; PSs should be tailored to each program ✓ Here is a link for basic PS requirements ✓ Make an appointment with your school's career center to review strong draft of PS	
❑ 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: ✓ Academy's *Accredited Programs Directory* ✓ *Applicant Guide to Supervised Practice* – access through your DPD Director (pdf and excel)	
❑ Develop an application checklist for each program (make note of early application deadlines!)	
❑ Enter all colleges/universities attended on DICAS under *Academic History*	
❑ Request transcripts to be sent to DICAS under *Academic History* > *Colleges Attended* (request to include most recent Fall grades)	
❑ Upload your program's *DPD Course List* to DICAS under *Supporting Information* > *Documents*; obtain from your DPD program	
❑ Enter coursework from all colleges/universities attended on DICAS under *Academic History*. Use the *DPD Course List* above to designate courses as DPD Professional or DPD Science courses.	
❑ Select the programs you will be applying to under the *Add Program* tab. Each program will list important information here. Once you've selected programs, they will show up in *My Application* and you will be able to add documents under *Program Materials*. Here you will find each program's instructions for applying and links to each program's website.	
❑ Request letters of recommendation (typically 2 academic & 1 professional) from your letter writers. Most programs require 3 references. Ask at least 30 days before deadline. UC Davis Letter of Recommendation Request Form A	
❑ Input the names and contact information of your references for Letters of Recommendation within each program's DICAS page under *Program Materials*. (ask your letter writers first!)	
❑ Input your DPD Director's name and email on DICAS under *Supporting Information* > *DPD Documents*. If you've already graduated: request the *Verification Statement*; if you have not graduated: request the *Declaration of Intent to Complete*	
❑ Final drafts of Personal Statements (personalized for each program)	
❑ Final draft of Resume	
❑ Final draft of DICAS Application	
❑ Compare DICAS application to individual program application checklists you created	
❑ Upload any additional items required by individual programs under *Program Materials*	
❑ Upload final Personal Statements to each program's DICAS page under *Program Materials*	
❑ Upload final Resume to DICAS under *Supporting Information* > *Documents*	
❑ Submit your applications under the *Submit Application* tab. ✓ 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) ✓ You can also add additional programs later for $25 each	
❑ Mail required documents to individual programs, such as application fees, if required (most are electronic)	
❑ 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. NOTE: the computer match will be eliminated Fall 2024	
❑ Last day to submit completed Applications on DICAS for programs in the Match. Some programs have early deadlines!	2/15/24*
❑ D&D Digital deadline for computer match registration & ranking program preferences. Closes 11:59 pm (CT)	2/15/24*
❑ Last day to mail supplemental materials/fees to programs. NOTE: some programs have earlier deadlines!	2/15/24*
❑ Deadline to re-order online list of DI rankings, if desired	TBA
❑ Deadline to withdraw from the match	TBA
❑ Match Applicant Notification Day: Sunday, April 7, 2024 @ 6 pm (CT)	

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

Other types of programs:

Individualized Supervised Practice Pathways (ISPPs)
Coordinated Programs (CP)
Future Education Model Graduate Programs (FG)

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.

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MISSION: DIETITIAN