
DIETETIC INTERNSHIPS: APPLICATION TIMELINE, RANKING & MATCH PROCESS

JOAN S. FRANK, MS, RDN, FAND





**APPLICATION
TIMELINE**



RANKING



MATCH PROCESS

Spring 2022 Dietetic Internship Application Checklist

| Check off as completed: | Deadlines: |
|--|--------------------|
| <input type="checkbox"/> Set up a DICAS online account (https://portal.dicas.org/) | |
| <input type="checkbox"/> Begin completing the Standard Program Application on DICAS ✓ Make sure to fill out all sections completely (everything must be in the application; do not expect DI Directors to refer to your resume) | |
| <input type="checkbox"/> Take GRE in the summer, if needed (highly recommended as many programs require it) | |
| <input type="checkbox"/> Create a resume listing experiences, memberships, awards/honors, certifications, etc. Ideally one page; two pages maximum. | |
| <input type="checkbox"/> Begin writing your Personal Statement ✓ Refer to DICAS' standard PS requirements ✓ You will need to tailor PS to each individual DI ✓ Refer to individual program websites for specifics ✓ Make appointment with your school's career center to review strong draft of PS | |
| <input type="checkbox"/> Select a minimum of 15 internship sites 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: https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships ✓ 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 | |
| <input type="checkbox"/> Print out the DICAS Transcript Request forms for all colleges/universities; include with transcript requests; Some schools allow you to upload the form as an attachment to your request | |
| <input type="checkbox"/> Request transcripts to be sent to DICAS to include most recent Fall grades | |
| <input type="checkbox"/> Request letters of recommendation (typically 2 academic & 1 professional). You may submit up to 4 references (most programs require 3 max) | |
| <input type="checkbox"/> Input the names and contact information of your references for Letters of Recommendation on DICAS after DICAS re-opens (ask your letter writers first!) | Beginning 11/29/21 |
| <input type="checkbox"/> Input DPD Director's name and email on DICAS under "DPD Contact Information" | Beginning 11/29/21 |
| <input type="checkbox"/> Set up D&D Digital Systems account for computer matching (http://www.dnddigital.com) and pay \$55 match fee (opens 12/1/21) | Beginning 12/1/21 |
| <input type="checkbox"/> Final drafts of Personal Statements | |
| <input type="checkbox"/> Final draft of Resume | |
| <input type="checkbox"/> Upload the Official <i>DPD Course List</i> to DICAS; obtain from your DPD Director | |
| <input type="checkbox"/> Final draft of DICAS Application | |
| <input type="checkbox"/> Compare DICAS application to individual internship application checklists you created | |
| <input type="checkbox"/> Designate programs you're applying to under "Program Designations" section of DICAS | |
| <input type="checkbox"/> Upload any additional items required by internships in the "Program Designations" section of DICAS | |
| <input type="checkbox"/> Upload Personal Statements to DICAS and select appropriate PS for each program | |
| <input type="checkbox"/> Select 3 references for each program to which you're applying on DICAS | |
| <input 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 type="checkbox"/> You can also add additional programs later for \$25 each | |
| <input type="checkbox"/> Last day to submit completed DI Applications on DICAS. NOTE: some programs have earlier deadlines! Closes at 11:59pm (CT) | 2/15/22* |
| <input type="checkbox"/> D&D Digital deadline for computer match registration & ranking internship preferences. Closes 11:59 pm (CT) | 2/15/22* |
| <input type="checkbox"/> Last day to mail supplemental materials/fees to internships. NOTE: some programs have earlier deadlines! | 2/15/22* |
| <input type="checkbox"/> Deadline to re-order online list of DI rankings, if desired, March 21 – March 28, 2022; by 11:59 pm (CT) | 3/28/22 |
| <input type="checkbox"/> Deadline to withdraw from the match | 3/28/22 |

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

IMPORTANT DATES:

- DICAS Online Application Deadline: February 15th, 2022 @ 11:59 pm (CT)
- D&D Digital Online computer match registration & ranking deadline: February 15th, 2022 @ 11:59 pm (CT)
- Applicant Notification Day: Sunday, April 3, 2022 @ 6 pm (CT)
- Applicant Appointment Day: Monday, April 4, 2022 – Applicants must notify the Dietetic Internship 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, April 5, 2022 beginning at 6:00am (CT), ending Tuesday, April 5, 8:00pm (CT)
- Posting date of programs with open positions on D&D Digital site (2nd Round & ISPPs): Wednesday, April 6, 2022 @ 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, April 6, 2022 at 11:00 am (CT)
- Information on ISPPs can be found here: <https://www.eatrightpro.org/acend/students-and-advancing-education/ispp-for-students>
- Additional options include Coordinated Programs (CP) and Future Education Model Graduate Programs (FG). Information on these programs can be found here: <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>
- Deadlines for 2nd Round Dis, ISPP, CP, and FP applications: vary

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

DI APPLICATION TIMELINE



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THE MATCHING PROCESS – D&D

- Register online for the match:
 - www.dnndigital.com
 - Computer matching fee (\$55)
- Include Your D&D Digital ID# within DICAS
- On D&D:
 - Select programs to which you're applying
 - Rank those programs
- Feb 15, 2021 is the deadline for the Spring Match
 - computer match in April



HOW TO RANK PROGRAMS?

- rank your absolute first choice first...
- don't try to game the system

COMPUTER MATCHING PROCESS

- Give permission to D&D to release your matching results –
 - If you don't get matched, then internship programs can contact you if they have an opening
- D&D will post a list of internship programs that have vacancies after the match –
 - 2nd round / ISPPs

SO...
HOW DOES
THE MATCH
WORK?



QUESTIONS?