

2026/27 Supervised Practice & Graduate School Application Checklist

Check off as completed:	Deadlines:
<input type="checkbox"/> Set up a DICAS online account	
<input type="checkbox"/> Read through the "Quick Start Guide" 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 to your resume)	
<input type="checkbox"/> Take GRE (Graduate Record Exam), if needed (refer to individual program websites for requirements)	
<input type="checkbox"/> Create a resume listing education, experiences, memberships, awards/honors, certifications, etc. Ideally one page; 2-3 pages maximum. Include <u>all</u> college experiences. High school & high school experiences should not be included.	
<input type="checkbox"/> Begin writing your Personal Statement <input checked="" type="checkbox"/> Refer to individual program requirements; your PS should be tailored to each program you apply to <input checked="" type="checkbox"/> Here is a link for basic PS requirements <input checked="" type="checkbox"/> Make an appointment with Health Professions Advising or 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 (pdf and excel)	
<input type="checkbox"/> Develop an application checklist for each program (make note of early application deadlines & multiple applications!)	
<input type="checkbox"/> Enter all colleges/universities attended on DICAS under <i>Academic History</i>	
<input type="checkbox"/> Request transcripts to be sent to DICAS under <i>Academic History > Colleges Attended</i> (request to include most recent Fall grades)	
<input type="checkbox"/> Upload DPD program's DPD Course List to DICAS under <i>Supporting Information > Documents</i> ; obtain from your DPD program	
<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. Request well before deadlines. UC Davis Letter of Recommendation Request Form A is due at least 30 days before the first deadline.	
<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! Submit well before deadlines.	
<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"/> Final drafts of Personal Statements (personalized for each program)	
<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 as received) <input checked="" type="checkbox"/> You can also add additional programs later for \$25 each	
<input type="checkbox"/> Mail supplemental materials/fees to programs, if required	
<input type="checkbox"/> Fall cycle deadlines: August - October <input checked="" type="checkbox"/> Notification of acceptance deadline date: November 1 <input checked="" type="checkbox"/> Your decision is due by November 10 <input checked="" type="checkbox"/> Accept early and decline other acceptances to allow waitlisted individuals to move up <input checked="" type="checkbox"/> Programs that don't fill can reopen their applications November 16 - December 15 for new applicants	
<input type="checkbox"/> Spring cycle deadlines: December - February <input checked="" type="checkbox"/> Notification of acceptance deadline date: March 1 <input checked="" type="checkbox"/> Your decision is due by March 10 <input checked="" type="checkbox"/> Accept early and decline other acceptances to allow waitlisted individuals to move up <input checked="" type="checkbox"/> Programs that don't fill can reopen their applications March 16 - July 15 for new applicants	

Types of programs:

- Dietetic Internships (DI) – with or without graduate degree
- Coordinated Programs (CP) – supervised practice + graduate degree
- Graduate Programs (FG) (Future Education Model) – supervised practice + graduate degree

IMPORTANT:

- [Academy's Application Process Instructions](#)
- [Applicant Code of Conduct and Traffic Rules](#)

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 & individual program websites for instructions & deadlines.