Iowa State University Dietetics Internship Application Checklist

STEPS:
1. Choose for which location(s) to apply. [www.dietetics.iastate.edu](http://www.dietetics.iastate.edu)
2. Complete DICAS application. [https://portal.dicas.org](https://portal.dicas.org)
3. Complete online ISU application. [www.dietetics.iastate.edu/apply](http://www.dietetics.iastate.edu/apply)

INSTRUCTIONS:

1. **ISU** offers four different locations and you can apply to more than one if you wish. Details about each can be found on the DI website (see link above).
   - A. Iowa-Based (application fee: $75) – complete steps 2A-G, 3 and 4
   - B. Iowa-Based International (application fee: $75) – complete steps 2A-G & I, 3 and 4
   - C. Nationwide (application fee: $75) – complete steps 2A-H, 3 and 4
   - D. Nationwide International (application fee: $75) – complete steps 2A-I, 3 and 4

2. The **DICAS** portal houses the centralized application (see link above). Contact DICAS or your DPD Director with any questions regarding DICAS. Materials required in 2G-I should be uploaded in DICAS as supplemental**.
   - A. Submit required application fee(s) to DICAS.
   - B. Complete and submit the online centralized application located at DICAS portal.
   - C. Complete and submit personal statement to DICAS portal following DICAS instructions for topics and length.
   - D. Provide one copy of Official Transcripts from all colleges and universities attended; send to DICAS
   - E. Identify and submit contact information for three references, two (2) should be professors/instructors in your DPD program, and at least one (1) should be a work or volunteer supervisor. See DICAS (Instructions tab) for more information. [https://portal.dicas.org/](https://portal.dicas.org/)
   - F. Attach current resume.
   - G. **(Optional)** Completed Prior Assessed Learning (PAL) material if appropriate. PAL typically applies to the intern with significant, relevant work or life experiences
   - H. **(Nationwide and Nationwide International Applicants Only)**
      - ★ Nationwide Summary Page
      - ★ Completed Nationwide Rotation Schedule or Nationwide International Rotation Schedule
      - ★ Completed Preceptor Form (EACH preceptor at the facility needs to fill out a Preceptor Form)
      - ★ If you are working with a facility that has accepted ISU interns in the past see the ISU DI website for details: [http://www.dietetics.iastate.edu/apply](http://www.dietetics.iastate.edu/apply)
      - ★ Completed Facility Form (only one form is needed per facility)
      - ★ **(Optional)** Completed Affiliation Agreement (only one agreement is needed per facility)
   - I. **(Nationwide International and Iowa-Based International Applicants Only)**
      - ★ International Rotation Essay

3. Complete the **ISU** Dietetics Internship online application as found on the DI website “How to Apply” page.
   - A. Submit required application fee(s) online to DI ($75 for each location chosen.)

4. Register at **D&D Digital Computer Matching** to select dietetics internship priority choices (see link above). Additional information is available on their website along with contact information for questions.
   - A. There is a computer matching fee.

<table>
<thead>
<tr>
<th></th>
<th>Iowa-Based Code Number</th>
<th>Nationwide Code Number</th>
<th>Iowa-Based with International</th>
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<tr>
<td>November Match (January internship class)</td>
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<tr>
<td>April Match (June internship class)</td>
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**If you are unable to upload materials to DICAS, email to: di_apply@iastate.edu (must be date stamped by deadline)**