Information about applying to the ISU DI using the DICAS

Dietetic Registration Eligibility

1. Academic Degree
   U.S. Accredited University (minimum Bachelor’s)

2. Current Minimum Academic Requirements by AND (ADA) Didactic Program in Dietetics (DPD) According to AND Foundation Knowledge and Skill Statements.
Dietetic Registration Eligibility

3. Preprofessional Experience Routes
   - Dietetic Internship or
   - Coordinated Program

4. Registration Exam

5. Registered Dietitian {R.D.}

Applicant Responsibilities

- All ISU DI Applicants Must Complete a 3-step Process
  - Application Phase on Dietetic Internship Centralized Application System (DICAS)
  - Computer Matching Phase on D&D Digital
  - Application materials directly to ISU DI
    - ISU DI Summary form
    - Application fee
    - Supporting materials that will not upload to DICAS for Nationwide option and International options
### Applicant Responsibilities

**Application Phase:**
- Review ISU DI’s website for current application materials from at least 6 months prior to the computer match in April and November
  - [http://www.dietetics.iastate.edu/intern/homepage.php](http://www.dietetics.iastate.edu/intern/homepage.php)
- GRE’s are not required
- Request letters of recommendations from faculty/employers at least two months prior to application deadline
- Obtain Declaration of Intent or Verification Statement from the DPD Director

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**Application Responsibilities**

- Start the DI application on Dietetic Internship Centralized Application System (DICAS)
  - [https://portal.dicas.org](https://portal.dicas.org)
- You will also need to mail postmarked by the deadline date, a copy of the official transcript from each college and university you have attended to the following address:
  - DICAS Transcript Department
  - PO Box 9118
  - Watertown, Massachusetts 02472
DICAS Instructions

- Instructional video on the ADA website:
  - [http://www.eatright.org/CADE/content.aspx?id=186](http://www.eatright.org/CADE/content.aspx?id=186)
- Create Account
- Applicant Checklist
- My Profile: User Info, Password
- View Application: HTML version
- My Messages: Messages from DICAS
DICAS Application

My Application

1. Applicant Information
   - Contact Information
   - Personal Information
   - Background Information
   - Red fields are required
American Dietetic Association

Contact Information

Preferred Address
- Current Address
- Permanent Address

Current Address
- Street Address Line 1:
- Street Address Line 2:
- City:
- State Province:
- Zip/Postal Code:
- Country/Territory:

Preferred Address
- Check if Permanent Address is the same as the Current Address:
DICAS Application

2. Education Information
   - Colleges Attended
   - Session and Coursework
   - Tests
DICAS Application

3. DPD Contact Information:
   - Declaration of Intent
   - Verification Statement

   (Note: Your DPD is NOT the same as the ISU DI to which you are applying)
Declaration of Intent

- The standardized initial document given as a contract with list of classes required for successful completion of the DPD Program.
- Please see attached sample document given.
- Students may apply for Dietetic Internships in their last semester while completing the DPD courses and/or graduation
- Please note that all transcripts from all institutions (community colleges, ISU’s,) need to be OFFICIAL.
DPD Verification Statement

- A standardized document issued after successful completion of all listed DPD courses in the Declaration of Intent.

DICAS Application

4. Other Information:  Personal Statement, References, Resume, Awards/Honors

- Upload any additional required materials to DICAS using the “supplemental information” tab.
  - These materials might include:
    - International Option Essay
    - Nationwide Option preceptor and facility information, planned schedule
Applicant Responsibilities

**Remember:**

- Send DICAS request to faculty/employers from whom you are requesting letters of recommendation
- Send DICAS request to DPD Director early (2nd week of January or 2nd week of Aug) to verify the Declaration of Intent or Verification Statement
- The DPD Director will need your most recent transcript to verify you on DICAS
Applicant Responsibilities

- **Send directly to ISU DI:**
  - $75 application fee
  - Completed Summary Form
  - Any additional materials that are not loaded into DICAS supplemental information section

  - Dietetics Internship
  - 224 MacKay Hall
  - Iowa State University
  - Ames, IA 50011-1123

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Applicant Responsibilities

- **Computer Matching Phase**
  - Applicants must register on the D&D Digital Web site at [http://www.dnddigital.com/](http://www.dnddigital.com/), pay the $50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period).

  - Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.
Applicant Responsibilities

Computer Matching Phase

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.

- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

Appointment Phase

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program’s time zone) on Appointment Day.

- ISU DI is CENTRAL TIME ZONE

- Applicants who submitted a Declaration of Intent for their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor’s degree before they may begin the DI.
**Applicant Responsibilities**

- Each Applicant must register for matching with D & D Digital to create / modify their prioritized list of DI Internships for matching.
  

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**Websites**

- American Dietetic Association
  - [www.eatright.org](http://www.eatright.org)

- Commission on Accreditation for Dietetics Education (CADE)
  - [http://www.eatright.org/CADE/](http://www.eatright.org/CADE/)

- Accredited Programs
  - [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8156](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8156)
Websites

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General Dietetic Internships Information

- List of all accredited Dietetic Internships can be found at the ADA website:
  
  http://www.eatright.org/cade-di/

- Internships may range from 26 weeks to 1 year with multiple rotations. (min. 1200 hrs)
Applicant Responsibilities

- General Information

**NOTE:**

- Each Dietetic Internship of interest must receive your application and must be on your prioritized list of Internships for matching!

- Most Internships will participate in an online Dietetic Internship Centralized Application System (DICAS) to receive your application. Applications to other Internships should be sent to the DI program director or as directed on the DI program’s website.