After You Are Matched Checklist

Monday night after Match Day

The ISU DI will provide you with information to log into the Blackboard Learn Welcome Course to complete these items.

Complete Immediately (*within 72 hours*)

- ☐ **Copyright Agreement**
- ☐ **Background check**
  1. Complete and sign the Waiver immediately. Upload into Welcome Course.
  2. Complete the online registration form (link in the Welcome Course).
  3. When the report is complete, email that to Jean Anderson.
  4. Print and keep a copy of your report to provide to internship facilities as needed.
- ☐ **Admission to ISU Graduate College, NOTE: THE GRE IS NOT REQUIRED**
  This must be submitted by the Friday of Notification Week. No exceptions.
- ☐ **Upload your schedule** *(This is for Nationwide interns only.)*

Official Transcripts

- ☐ **Provide for ISU Grad College** Request an Official Copy of your transcripts from **all** institutions of higher education you have attended be sent to the Admissions Office at 100 Enrollment Services. *(This is in addition to the transcripts submitted to DICAS. Exception: see specific exception notes in the Blackboard Learn Welcome Course.)*

Complete Next:

- ☐ **Dietetic Internship Medical Examination Form**
  Additional requirements (drug screen, etc.) might be required at your internship facility. It is your responsibility to check with your facility's HR for specific requirements.
- ☐ **Immunization Records**
- ☐ **Proof of Health Insurance**
- ☐ **Certificates of Completion for First Aid, CPR and Bloodborne Pathogens** (see Health Requirements)
- ☐ **Purchase required technology, text, and memberships** (see REQUIRED MATERIALS)
- ☐ **Internship Handbook requirements**
- ☐ **Academy of Nutrition and Dietetics membership card OR receipt of purchase with name and ID number**

Complete Next:

- ☐ **Set up ISU Accounts** *(Can only be completed after acceptance to ISU Grad College)*
- ☐ **HIPAA, NCP quiz, Scavenger Hunt, and Case Study**
- ☐ **Communicate with other interns in the Discussions forum** *(Travel plans, accommodations, etc.)*
- ☐ **Review other information in WELCOME course, such as Pre-MNT Workshop Info, Financial Aid info, FAQ**

Complete at least 2 weeks prior to the required Pre-MNT workshop:

- ☐ **Arrange Tuition Payments, Apply for Financial Aid** (details located under How To Apply)
- ☐ **Complete Prior Assessed Learning (PAL) forms** (if applicable)
- ☐ **Contact preceptor at first rotation site** (Discuss schedule and check Affiliation Agreement status)

Bring to Pre-MNT workshop:

- ☐ **DPD Verification Statement** (From your DPD Director) Mail or turn in original no later than Monday of Pre-MNT Workshop
- ☐ **Bring a copy of Case Study and answers to Case Study questions**