Queens College
Dietetic Internship

Spring Match Checklist

1. Register with DICAS
2. Register on D&D Digital
3. Complete DICAS application
4. Rank internship choices on D&D
5. Submit application fee
6. Internship review of application
7. Interview
8. After the match

STEP 1: REGISTER WITH DICAS
Create DICAS account starting in December
https://portal.dicas.org/
Customer Service available at:
dicasinfo@dicas.org & 617.612.2855
**STEP 2: REGISTER WITH D&D DIGITAL**

Create D&D Digital account by application deadline

https://www.dndigital.com

Website contains information on application due dates, computer matching process, and associated fees

**STEP 3: DICAS APPLICATION**

Transcripts

- Submit official copy of each transcript from every university attended
- Transcript should be sent directly from the university to DICAS
- Plan ahead and submit transcript requests early
- Transcripts should be sent to:
  DICAS Online, PO Box 9118, Watertown, MA 02471

**STEP 3: DICAS APPLICATION**

Work Experience & Volunteer Activities

- Highlight relevant work/volunteer experience within the dietetics profession.
- No recommended minimum amount of work or volunteer hours
- Resume can list “other” experience
**STEP 3: DICAS APPLICATION**

Personal Statement

- Maximum of 8000 characters or approx. 1000 words
- Answer the standard five questions provided to you in the DICAS system
- Highlight the qualities/characteristics of successful interns that you demonstrate
- Emphasize why you are a good fit for the program

**STEP 3: DICAS APPLICATION**

Qualities & Characteristics of Successful Interns

- Plan & Organize
- Self-Motivated
- Flexible & Adaptable
- Decisive
- Integrity
- Ready for Challenges
- Interpersonal Skills
- Professionalism
- Committed to Growth
- Leadership
- Initiative
- Work Independently

**STEP 3: DICAS APPLICATION**

References

- 3 letters of recommendation required
- One or 2 from professor
- One or 2 from work manager/volunteer supervisor
STEP 3: DICAS APPLICATION
Program Designation
- Search under the state of New York
- Listed as Queens College Dietetic Internship program

STEP 4: RANK INTERNSHIP CHOICES
To be considered for the program
Rank Queens College as an internship choice on the D&D website, with other choices, in order of preference.

STEP 5: SUBMIT APPLICATION FEE
$35 Application Fee
- Check made payable to The FNES Department Fund
- Applicant's name must be on the check
- Do not send any additional documents with the check
- Send application fee to:
  Queens College, CUNY
  Family, Nutrition & Exercise Sciences Dept.
  c/o Lucille Dimola
  Remsen Hall, 306
  65-30 Kissena Blvd.
  Queens, NY 11367-1597
STEP 6: APPLICATION REVIEW
Screening Criteria

All applications are initially screened for:
- Completion
- Follows Guidelines
- GPA
- Grammar

STEP 6: APPLICATION REVIEW
Rating Criteria

- GPA
- Personal Letter
- Work & Volunteer Experience
- References
- Interview

Step 7: Interview
Interview – General Information

- Based on quality of application
- Behavioral / open-ended questions
- Held in March
**STEP 8: AFTER THE MATCH**

Accepting the Match

Applicants will find out their matching result ("one match" or "no match") on [www.dnddigital.com](http://www.dnddigital.com).

If matched to the program, email Allison Charny at [allison.charny@qc.cuny.edu](mailto:allison.charny@qc.cuny.edu) by the designated date found on the D&D Digital website.

1. Name, acceptance confirmation, and preferred contact information should be included in the email. Program director will reply to email to confirm receipt.

2. Internship is under no obligation to hold a position if email is not received by designated date.

Good Luck!

Reach out with questions as needed

[allison.charny@qc.cuny.edu](mailto:allison.charny@qc.cuny.edu)