Checklist

- 1. Register with DICAS
- 2. Complete DICAS application
- 3. Submit application fee to QC
- 4. Register on D&D Digital
- 5. Rank choices on D&D
- 6. Internship review of application
- 7. Interview
- 8. Follow program instructions if matched
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; application is more competitive with greater 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

STEP 3: DICAS APPLICATION

References

- 3 letters of recommendation **required**
  - One or 2 from professor
  - One or 2 from work manager/volunteer supervisor
  - Do not submit 3 from just professor or just work supervisor
STEP 3: DICAS APPLICATION

Program Designation

▪ Search under the state of New York
▪ Listed as Queens College Dietetic Internship Program
  ▪ Submit application to QC DI in DICAS, whether applying to DI or MS/DI
  ▪ QC DPD students can be pre-selected for QC MS/DI Program. Submit by January 15 and notify QC DI Director of preselect application.
▪ If not from QC DPD and applying to MS/DI, submit DICAS app by **February 15** and email the QC DI Director to notify of application to QC MS/DI.
▪ If applying for only DI, submit by February 15
STEP 4: D&D DIGITAL - RANK INTERNSHIP CHOICES

To be considered for the program:

Rank Queens College CUNY MS/DI 943 as a choice on the D&D Digital website

OR

Rank Queens College CUNY DI 470 as a choice on the D&D Digital website.
STEP 5: SUBMIT APPLICATION FEE

$100 Application Fee

- Send fee to be received at QC by application due date
- 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 be received by application due date to:
  Queens College, CUNY
  Family, Nutrition & Exercise Sciences Dept.
  c/o George Giannopoulos
  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 January for QC Preselect MS/DI
- Held in March for MS/DI and DI
Step 8: After Interview

• Preselect applicants for QC DPD students will be notified by 2/1 of acceptance.
• Applicants for the DI and MS/DI via computer match will be notified by D&D Digital of their match, in April.
STEP 8: AFTER THE MATCH

Accepting the Match

Applicants will find out their matching result ("one match" or "no match") on www.dnndigital.com.
STEP 8: AFTER THE MATCH

Accepting the Match

1. If matched to the program, email Allison Charny at allison.charny@qc.cuny.edu by the designated date found on the D&D Digital website.

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

3. 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