

**Queens College
Dietetics Programs -
DI and MS/DI
Application Checklist**

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

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
 - 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 (**MS must be completed** by start of 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. **Choose this option if applying for combined MS&DI.**

OR

Rank Queens College CUNY **DI 470** as a choice on the D&D Digital website. **Choose this option if applying for just the DI; you must have MS completed before start of DI in fall.**

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

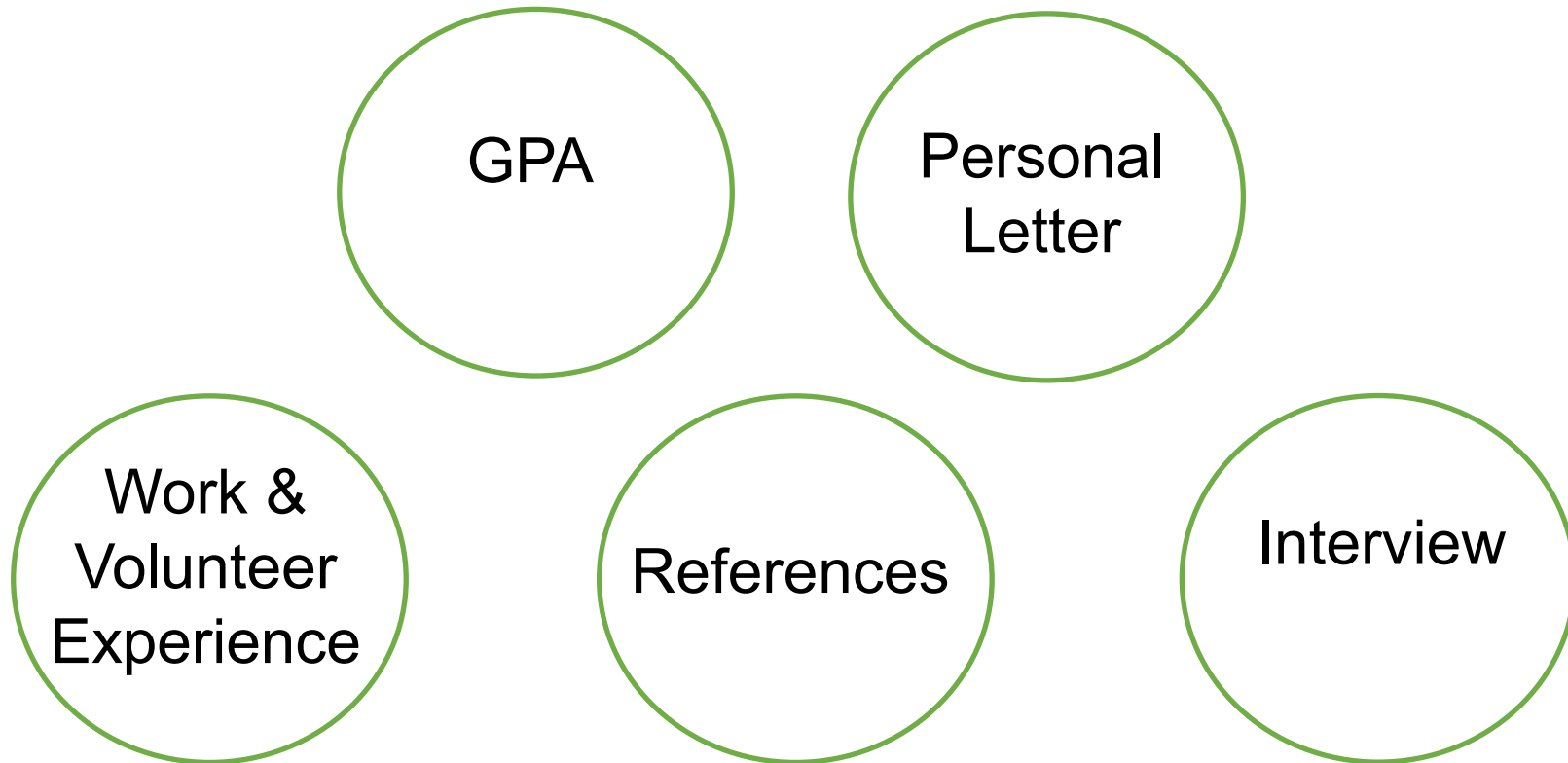
Follows
Guidelines

GPA

Grammar

STEP 6: APPLICATION REVIEW

Rating Criteria



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