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.dnddigital.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 (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

- 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.dnddigital.com.
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.

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