**Dietetic Internship Program**

**Deadlines for the January 2019 Start Date**

**Application Deadline**
Applications are due in DICAS by Friday September 21, 5:00 pm PST.

NOTE: Applications must be completed in DICAS by the program deadline. The DICAS closure and UNLV deadlines are different. Applications and application fee submitted after the Program deadline will not be considered.

**Interviews to be Scheduled**
October 25, 2018 (subject to change)

**Internship Dates**
January 14, 2019 to August 23, 2019 (subject to change)

**Completing and Submitting the Application**

1. Applications must be submitted through DICAS (Dietetic Internship Centralized Application Services). Go to [https://portal.dicas.org](https://portal.dicas.org) for more information and to complete your application. Late applications, late supplemental application forms and late payments will not be accepted.
   - There is a DICAS application fee.
   - There is a minimum GPA requirement of 2.75 in all three areas (science, DPND, and total GPA).
   - Applicants who apply to internships using DICAS will be asked to complete a personal statement in 1,000 words or less. Questions to be addressed in the personal statement include:
     - Why do you want to enter the dietetics profession?
     - What are some experiences that have helped to prepare you for your career?
     - What are your short-term and long-term goals?
     - What are your strengths and weaknesses or areas needing improvement?
   - Official Transcripts from all colleges and universities attended should be sent to: DICAS. See the DICAS website for details.
   - When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
2. Submit a $50.00 application fee and supplemental application form directly to the program. Do not submit your supplemental form via DICAS. The $50.00 application fee must be sent separately to UNLV or your application will not be eligible for review.

Payment can be made using a check, money order, or credit card. Make checks or money orders payable to “Board of Regents” and mail the payment and supplemental application to:

Dr. Laura Kruskall
Dietetic Internship Program Director
c/o Dawn Matusz
UNLV Nutrition Sciences
4505 Maryland Parkway, Box 453022
Las Vegas, NV 89154-3022

IF YOUR FORM OF PAYMENT IS DECLINED, YOUR APPLICATION WILL NOT BE CONSIDERED AND YOU WILL NOT BE NOTIFIED OF THE DECLINED PAYMENT. IT IS YOUR RESPONSIBILITY TO ENSURE PROPER PAYMENT.

If using a credit card, complete the credit card authorization form and fax it with the supplemental application (both available on the Nutrition Sciences' web page) to 702-895-5081 or scan and email it to dietetic.internship@unlv.edu.

IF YOU HAVE QUESTIONS ON RECEIPT OF YOUR SUPPLEMENTAL APPLICATION AND PAYMENT, PLEASE CALL 702-895-4875. PLEASE DO NOT CALL OR EMAIL THE PROGRAM DIRECTOR AS SHE DOES NOT PROCESS THIS.

3. Complete and submit the D & D computer matching form before the specified deadline. Contact information for D & D Digital: 304 Main Street, Suite 301, Ames, IA 50010; Phone: (515) 292-0490; Fax: (515) 663-9427; Email: dnd@netins.net; Website: http://www.dnddigital.com/.

4. This program participates in computer matching. Complete and submit the D & D computer matching form. Contact information for D & D Digital: 304 Main Street, Suite 301, Ames, IA 50010; Phone: (515) 292-0490; Fax: (515) 663-9427; Email: dnd@netins.net; Website: http://www.dnddigital.com/.
**Selection of Applicants**

Applications are reviewed by UNLV Nutrition Sciences faculty, one of which is the DPND Director and Community Preceptor. We examine GPA (science, DPND, and overall), work and volunteer experience, and letters of recommendation. Applicants are compared to others in the pool, so it is different each round. We often have had many high quality applicants, who excel in **all three** areas. The best thing to do is to make sure those areas are strong. We cannot disclose the information in your letters, so you must judge the quality of your letters by talking to the person you selected to write for you. Unfortunately, if your GPA is not stellar, then the only way to correct that is to re-take classes and we realize this is not an easy or inexpensive endeavor. Gaining experience is always an option and through that experience, it may be possible to gain strong letters.

Successful candidates are strong in all three areas and demonstrate exceptional skills through projects or experience. These individuals clearly demonstrate their skills, relate it to the internship, and are perfectly polished in the interview process.

If selected for an interview, applications are forwarded to our Hospital Preceptors. The interview is a panel with the DI Director, DPND Director/Community Preceptor and preceptors from our hospitals. Interviews can be done in person or via Skype and are 15-20 minutes in length.