**Dietetic Internship Program**

**Deadlines for the January 2021 Start Date**

**SPECIAL NOTE DUE TO COVID-19**

We are experiencing unprecedented times in Las Vegas due to COVID-19. Our program is accredited to accept up to 17 students per match/round. Due to the uncertainty of our hospitals and community practice sites, we cannot guarantee how many interns we will accept during this Fall 2020 match. We will keep our applicants informed as we progress through the application process.

In addition to the number of students, we also cannot guarantee the program dates. Interns may be delayed in their start date, disrupted from their rotations and then end dates would be delayed. Safety of our students is our first priority.

**Application Deadline**

Applications are due in DICAS by **Friday September 18, 2020** at 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 2020 (subject to change. Date will be narrowed down later).

**Internship Dates**

Orientation: Week of January 11, 2021
Clinical Concentration: January 18, 2021 to August 20, 2021 (subject to change)

FI-FB Concentration: January 18, 2020 to September 10, 2021 (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 via fax or email. 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.

Complete the credit card authorization form found on the program's website and fax it with this application to 702-895-5081 or email it to dietetic.internship@unlv.edu.

Do not send forms via mail as they will not be accepted.

**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 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. This program participates in computer matching. Complete and submit the D & D computer matching form before the specified deadline. Applicants must register online at [www.dnddigital.com](http://www.dnddigital.com), pay the computer matching fee by credit card, and enter their Contact Information and Dietetic Internship priority choices. Applicants should only prioritize Dietetic Internships for whom they have submitted all completed application materials prior to the Internship deadline.

**Timeline for Internship Applicants for Fall 2020**

**Wednesday, July 1, 2020**- Applicants may begin online matching registration, pay the $55.00 computer matching fee by credit card, and enter their contact information and Dietetic Internship priority choices. Any new or edited Contact Information or Dietetic Internship priorities must be saved before exiting. Questions? Contact D&D Digital at 515-292-0490 or email dnd@sigler.com.

**Friday, September 25, 2020**- Deadline for online matching registration for computer matching is 11:59 pm CDT, Friday, September 25, 2020. Applicants must register online at [www.dnddigital.com](http://www.dnddigital.com), pay the $55.00 computer matching fee by credit card, and enter their Contact Information and Dietetic Internship priority choices. Applicants should only prioritize Dietetic Internships for whom they have submitted all completed application materials prior to the Internship deadline.

**Monday, October 19, 2020**- If desired, applicants may begin reordering online the list of Dietetic Internships prioritized at the deadline for online matching registration.
Monday, October 26, 2020- Deadline for online reordering is 11:59 pm CDT, Monday, October 26, 2020.

Monday, October 26, 2020- Deadline for withdrawing. If you make other arrangements and will not be able to accept a match that may occur, you must notify D&D Digital by email (dnd@sigler.com) of your decision to withdraw from Dietetic Internship matching by Monday, October 26, 2020. The $55 fee will not be refunded if an applicant withdraws from the matching process.

Sunday, November 1, 2020- (Notification Day) Beginning 6:00 pm CST, applicants will find their matching result on www.dnddigital.com through Monday, November 2, 2020 (Appointment Day). This is the ONLY source of notification for applicants. Each applicant will receive either ONE MATCH or NO MATCH after log in.

All applicants who receive ONE MATCH will find the matched DI Program name and contact information to accept the appointment. The MATCHED DI Program is planning that the MATCH will be accepted. Matched applicants must contact the DI program on Notification or Appointment Day to confirm the acceptance of the MATCH. No arrangements should be made with any other DI programs.

Applicants who received NO MATCH will be given other instructions.

Monday, November 2, 2020- (Appointment Day) Matched applicants must contact the Dietetic Internship program by telephone, FAX or email on or before 6:00 pm (time zone of the program) Monday, November 2, 2020 to confirm the acceptance of the MATCH. After this time, the program is under no obligation to hold the opening for the matched applicant.

Tuesday, November 3, 2020- Beginning at 6:00 am CST All Dietetic Internship Directors with openings may contact unmatched applicants who were originally on their prioritized list of applicants and offer an appointment. If contacted, appointments must be confirmed by 8:00 pm CST, Wednesday, November 4, 2020.

Thursday, November 5, 2020- Beginning at 11:00 am CST Names of Dietetic Internship programs that did not fill their class and authorized the release of their name will appear on www.dnddigital.com.

Monday, November 30, 2020- End of Applicant access to online information. This is the ONLY source of notification for applicants. Each applicant will receive either ONE MATCH or NO MATCH after log in. All applicants who receive ONE MATCH will find the matched DI Program name and contact information to accept the appointment. The MATCHED DI Program is planning that the MATCH will be accepted. Matched applicants must contact the DI program on Notification or Appointment Day to confirm the acceptance of the MATCH. No arrangements should be made with any other DI programs. Applicants who received NO MATCH will be given other instructions.

Contact information for D & D Digital: 304 Main Street, Suite 301, Ames, IA 50010; Phone: (515) 292-0490; Fax: (515) 663-9427; Email: dnd@sigler.com; 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 WebEx and are approximately 15 minutes in length.