

## **CERTIFICATE IN DIETETICS (DIETETIC INTERNSHIP PROGRAM)**

### **How to Apply for Spring 2020 Match**

Revised November 6, 2019

To apply to San Francisco State University's dietetic internship program for admission in Summer 2020, you must complete all of the following:

- 1) Participate in Computer Matching Spring 2020 through D&D Digital
- 2) Complete online Dietetic Internship Centralized Application System (DICAS)
- 3) The application fee that needs to be submitted to SFSU is \$80.00. The link for payment is <https://commerce.cashnet.com/DI> and will be available in December 2019

The deadline for all three of the above for San Francisco State University is February 15, 2020. Please note that D&D Digital and DICAS close at 11:59PM Central Time on February 15, 2020. Please note that other programs may have earlier deadlines.

#### **\*Computer Matching (D&D Digital)**

Applicants to SFSU's Dietetic Internship Program must participate in the Spring 2020 computer matching process for admission Summer 2020. Applicants may register on D&D Digital starting December 1, 2019. Please refer to D&D Digital's website at [www.dnndigital.com](http://www.dnndigital.com) for information about the computer matching process, timelines, and program codes. In order to participate in the computer matching process, you will register online at [www.dnndigital.com](http://www.dnndigital.com). The deadline to register and submit dietetic internship priority rankings is February 15, 2020 at 11:59PM Central Time. There is a \$55.00 charge (subject to change) for participating in the computer match.

D&D Digital Systems, Inc. contact information:

D&D Digital Systems, Inc.  
3100 S Riverside Dr  
P.O. Box 887  
Ames, IA 50010  
Phone: 515-292-0490  
Web: [www.dnndigital.com](http://www.dnndigital.com)  
E-mail: [dnd@sigler.com](mailto:dnd@sigler.com)

Applicants can change the order of their priority rankings up until March 30, 2020 at 11:59pm Central time. Notification Day is on Sunday, April 5, 2020 at 6:00PM Central Time. On Notification Day, applicants can go to D&D Digital to review their personal matching result. Students receiving a match to SFSU's dietetic internship program must accept the match no later than 6:00PM Pacific Standard Time on Monday, April 6, 2020 by e-mailing: [siuchan@sfsu.edu](mailto:siuchan@sfsu.edu)

If you are accepted into our Dietetic Internship Program, additional instructions on the application process to the SFSU Graduate Division will be sent to you. The Dietetic Internship Program at SFSU is a full-time, 11-month, non-degree-conferring academic program, from mid-July through early June.

## **\*Dietetic Internship Centralized Application System (DICAS)**

The DICAS portal will be available on December 2, 2019 for the Spring 2020 Match. The portal may be accessed at <https://portal.dicas.org>. The entire on-line application must be completed by 11:59PM Central Time on February 15, 2020 for our program. Please note that other programs may have earlier deadlines. The fee for DICAS is \$45 (subject to change) for the first DI program application and \$20 for each additional DI program application. Follow the directions carefully on DICAS to ensure that your application is complete and accurate. The DICAS portal will require applicants to:

1. Complete all sections of the standard program application including demographics, education, activities, honors, work experience, volunteer experience, coursework, DPD course list form, resume, and grades.
2. Submit your SFSU personal statement on DICAS and target it to be submitted to the SFSU Dietetic Internship program. Answer all the standard DICAS personal statement questions plus the following, all in one single personal statement within the allowed number of characters per the DICAS application.
  - a. Describe one of your achievements that you are most proud of and explain why you are proud of it.
  - b. List three words (or three very short phrases) that you believe describe your personality and/or your work style/learning style. Do not elaborate or explain.
3. Send official transcripts from all colleges and universities attended to DICAS per their instructions. Applicants should verify that the following address is correct.

DICAS Online  
PO Box 9118  
Watertown, MA 02471

Be sure to follow the instructions on DICAS and request transcripts in a timely manner so that they can be posted on time to your application. Please include Fall grades if possible (Winter grades probably will not be possible).

4. Ask DPD Directors to submit DPD Verification Statement or Declaration of Intent to Complete form on DICAS. Be sure to follow instructions on DICAS and enter the request in a timely manner so that DPD Directors have adequate time to complete the form.
5. Ask references to complete a letter of recommendation on DICAS and target three reference letters that you want submitted to SFSU. Be sure to follow the directions on DICAS and enter the request for letters of recommendation in a timely manner so that reference writers have adequate time to complete the letters. SFSU requests the three reference letters be from faculty and/or managers/supervisors from different areas of dietetics, with the most important criteria being that the reference writers know the applicant well enough to be able to write a letter of recommendation that can speak honestly to the strengths and weaknesses of the applicant. Non-dietetics references' letters will also be accepted if the reference letter is relevant to the applicant's ability to successfully complete a dietetic internship program.

Please note – it is the applicant’s responsibility to verify the above DICAS and D&D Digital Deadlines, Instructions, Addresses, and Fees, and to follow accordingly.

**\*Application Fee for San Francisco State University**

An application fee to apply to SFSU's Dietetic Internship will be due on February 15, 2020 or before. The link for this payment is <https://commerce.cashnet.com/DI> and will be available in December. Please verify that your payment went through and save your confirmation number. Non-payment will result in your application not be considered.

Please note that there are two dietetic internship programs in San Francisco. These instructions are for San Francisco State University (SFSU). The other dietetic internship program in San Francisco is the University of California, San Francisco (UCSF). Be sure to apply and submit your application to the correct program.

If you have questions regarding applying to San Francisco State University’s Dietetic Internship, please contact Wanda Siu-Chan, Dietetic Internship Director at [siuchan@sfsu.edu](mailto:siuchan@sfsu.edu)