

CERTIFICATE IN DIETETICS (DIETETIC INTERNSHIP PROGRAM)

How to Apply for Spring 2021 Match

Revised October 8, 2020

To apply to San Francisco State University's dietetic internship program for admission in Summer 2021, you must complete all three of the following:

- 1) Participate in Computer Matching Spring 2021 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 2020

The deadline for all three of the above for San Francisco State University is February 15, 2021. Please note that D&D Digital and DICAS close at 11:59PM Central Time on February 15, 2021. Please note that other programs may have earlier deadlines.

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

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

Applicants to SFSU's Dietetic Internship Program must participate in the Spring 2021 computer matching process for admission Summer 2021. Applicants may register on D&D Digital starting December 1, 2020. Please refer to D&D Digital's website at <https://www.dnndigital.com/ada/index.php> 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. The deadline to register and submit dietetic internship priority rankings is February 15, 2021 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
E-mail: dnd@sigler.com

Applicants can change the order of their priority rankings up until March 29, 2021 at 11:59pm Central time. Notification Day is on Monday, April 5, 2021 at 11:00AM 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 before 11:00AM Pacific Standard Time on Tuesday, April 6, 2021 by e-mailing: 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 4, 2020 for the Spring 2021 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, 2021 for our program. Please note that other programs may have earlier deadlines. The fee (subject to change) for DICAS is \$50 for the first DI program application and \$25 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. At the very bottom of your personal statement, 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 further.
3. Send official transcripts from all colleges and universities attended to DICAS per their instructions:
https://help.liasonedu.com/DICAS_Applicant_Help_Center/Sending_Your_Official_Transcripts_to_DICAS/Sending_Official_Transcripts_to_DICAS/1_Sending_Official_Transcripts
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 available).
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 letters 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.

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

An application fee to apply to SFSU's Dietetic Internship will be due on February 15, 2021 or before. The link for this payment is <https://commerce.cashnet.com/DI> and will be available in December. **Please verify that your payment of \$80 went through and save your confirmation number/receipt of payment.**

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