Onsite Track
Dietetic Internship Application Process

PART ONE: Dietetic Internship Centralized Application System (DICAS)
The Cedar Crest College Dietetic Internship will be using the on-line centralized internship application (DICAS) which can be accessed at https://portal.dicas.org (NOTE: The DICAS portal won't be available until December 2015 for the Spring 2016 Match). All components of the on-line application(s) must be completed no later than **11:59 p.m. Central Time on February 15, 2016**. The fee to use DICAS is $45 for the first application submitted and $20 for each additional application.

Applicants must submit the following via the DICAS website:

**DICAS Application:**
All applicants must complete all sections and components of the DICAS application form. Please take care particularly when completing the sections on Work and Volunteer Experience to provide all requested information, including the number of hours per week and the number of total weeks spent actively engaged in each experience. Please do not expect that submission of your resume replaces the need to thoroughly complete these sections of the application. *Work and volunteer experiences that are not documented in the appropriate sections of the DICAS application will not be used in the calculation of your application score, even if they are listed on your resume.*

**Personal Statement:**
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 for Cedar Crest College include:

- Tell us something unique about yourself to help us get to know you a little better.
- 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?
- Why are you applying to the Cedar Crest College Dietetic Internship Program?
- What separates you from the rest of the applicants interested in a community-focused internship?

**References:**
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. For the Cedar Crest College Dietetic Internship, you must submit 3 references – 1 must be from DPD faculty, 1 from any faculty, and 1 from a work or volunteer position supervisor. Personal references will not be accepted. Please note that faculty references must come from faculty who worked with you as an instructor. For example, if you worked with a faculty member as a TA in his/her class *but never took a class with that instructor*, the faculty member could write a work reference for you, but should not submit a faculty reference. The faculty references must have taught you in class so they are able to address your skills as a student.

**Resume:**
All applicants must submit a current resume. It is appropriate to include professional work and volunteer experiences even when they are not dietetics related. Submit your resume as a PDF to ensure formatting is not lost.
Transcripts:
Official transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472

DPD Course List:
This document must be obtained from your DPD Director.

Verification Statement or Intent to Complete:
This documentation must be submitted by your DPD Director.

Supplemental Materials:
No supplemental materials are required.

PART TWO: D&D Digital Computer Match
Applicants must also register online for computer matching (D&D Digital) and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15. D&D Digital may be accessed at www.dnddigital.com There is a $50.00 computer matching fee. Please note the D&D codes for the internship tracks at Cedar Crest College:
#149 Distance Track
#150 Onsite Track

PART THREE: Mail Required Items to the Cedar Crest College Dietetic Internship:
Onsite Track Application Checklist:
All applicants must download the Onsite Track Application Checklist (link located on the application page of the Cedar Crest College Dietetic Internship website) and complete the form.

Application Fee:
All applicants must submit a cashier’s check or money order (no personal checks) for $60 made payable to Cedar Crest College. The check should be mailed with the checklist.

Mail the checklist and application fee to:
Kati Fosselius, MS, RD, LDN
Director, Dietetic Internship
Nutrition Department/Allen Center for Nutrition
Cedar Crest College
100 College Drive
Allentown, PA 18104

Please note: February 15, 2016 is the postmark deadline for the application fee and checklist. We highly recommend the use of certified mail, return receipt for delivery. The selection committee will not consider incomplete applications. It is the responsibility of the applicant to ensure that all application components have been received.

PART FOUR: Interview Process
Candidates being considered for acceptance will be contacted about setting up a telephone interview in March.

Questions regarding the application process may be directed to Kati Fosselius at kdfossel@cedarcrest.edu or 610-606-4666 Ext. 3445