



Application Instructions: DI Stand-alone General Admission

These instructions are intended for those applying to the **University of Northern Colorado (UNC) DI Stand-alone** through DICAS. To be eligible, you must have completed or be in the process of completing a graduate degree. If you are not in the process of completing a graduate degree, you are encouraged to apply to the UNC [MSDI](#). If you are a UNC DPD student or alumnus, email dietetic.internship@unco.edu to receive instructions on how to apply through the Early Admission process.

UNC DI Application Fee

UNC has an application fee that is **separate** from DICAS and must be paid by the Application Deadline. Fee is non-refundable. Please use this link to pay the UNC DI Stand-alone Application fee: [\(DI - General Admission\) - Dietetic Internship Application Fee - Products - University of Northern Colorado eStore \(flywire.com\)](#)

DICAS Application

Please use [this link](#) and follow instructions in DICAS to complete your application, submit transcripts, and pay the DICAS fees. For questions, e-mail DICAS at dicasinfo@dicas.org or call 617-612-2855. The fee to use is \$50 for the first application submitted and \$25 for each additional application. This is separate from the UNC DI Application Fee. Additional information on using DICAS is available [here](#).

Components for your DI Application in DICAS:

- *Declaration of Intent to Complete Degree* Form submitted by the Program Director of the Didactic Program in Dietetics where applicant is currently enrolled, or *Verification of Completion of Program Form* if applicant has already graduated (submitted by DPD Director).
- Resume
- Personal statement in 1,000 words or less answering the following questions:
 1. Why are you interested in the UNC DI program?
 2. What led you to pursue a career in dietetics?
 3. What are your strengths and weaknesses or areas needing improvement?
 4. What are your professional goals and how do you envision yourself as a leader within the profession?
- Unofficial Transcripts (one from each school ever attended). If selected, official transcripts will be needed
- *Grad Degree Confirmation*
 - Document on our [website](#).
- Essay question if your cumulative GPA is at or below 3.0
 - Please write in less than 300 words an explanation of what factors contributed to your GPA and how you changed the way you approached your courses or the resources you utilized.
- *Rotation Summary Form*
 - Instructions on following page
- *Preceptor/Facility Form(s)*
 - Instructions on following page



Three Letters of Reference

- Students submitting applications to more than one program will need to use the same individuals as references for each application.
- References must be from:
 1. Nutrition/Dietetics Professor or Advisor
 2. Current or former employer
 3. The third is your choice (professional or academic)

Rotation Summary Form

A [Rotation Summary Form](#) must be completed using the form provided. This is a tentative schedule that will be reviewed as part of your application. It can take time to hear back from potential preceptors, so be sure to start this early in the application process.

Preceptor/Facility Form

The [Preceptor/Facility Form](#) should be completed by every preceptor that is listed on your rotation summary, unless that preceptor is already on our Master Preceptor List. For preceptors located on our Master List, have the preceptor write a short paragraph acknowledging that they have committed to precepting you. Please combine preceptor forms/acknowledgments into one document before uploading.

Tips on Contacting Preceptors:

- Review details on securing preceptors found on our website.
- Email dietetic.internship@unco.edu for access to the UNC Preceptor List.
- Email the prospective preceptor to discuss your intent to apply to UNC's dietetic internship. You may use the [Sample email to send to prospective preceptors](#), and include your resume and the [List of Competencies](#). These are found on the Application Process page of our website.
- Follow up if you do not hear back within 1-2 weeks.
- When talking with a potential preceptor, often the question of reimbursement is asked. Here are some important points to keep in mind:
 - You will provide 40 hours of clinical and 40 hours of food service staff relief.
 - Many activities are directed toward cost analysis and improving productivity, and you can complete special project work based on the needs of the facility.
 - Interns can be useful during times of "organizational stress" such as preparing for Joint Commission site visits.
 - RDN preceptors can receive CPEU's for precepting. UNC also offers free CPE sessions to preceptors.