

UC DAVIS MEDICAL CENTER DIETETIC INTERNSHIP APPLICATION CHECKLIST

DICAS Online Centralized Application	Completed
1. Complete the Standard Program Application .	<input type="checkbox"/>
2. Submit a Personal Statement addressing questions and upload to DICAS by deadline.	<input type="checkbox"/>
3. Answer and upload the two UC Davis Medical Center DI Program Addendum Questions and upload them to DICAS in the "Dietetic Internship Program Designation" section by deadline. Type your name on the upper right-hand corner of each page and include the question to which you are responding (name and question do not apply as part of the word count). Limit each answer to 300 words, single spaced. Find questions at: https://health.ucdavis.edu/dieteticinternship/	<input type="checkbox"/>
4. Send Official Transcripts to DICAS by the deadline at: DICAS Transcript Dept., PO Box 9118, Watertown, MA 02471	<input type="checkbox"/>
5. Upload a DPD Verification Statement or Declaration of Intent .	<input type="checkbox"/>
6. Upload your CV/resume into DICAS by the deadline.	<input type="checkbox"/>
7. Upload an official DPD course list from your DPD program advisor by the DICAS Deadline. This is an official list completed and provided by your DPD Program Director/Advisor (or copy of an official list) of courses required to meet Didactic Program in Dietetics requirements at your college/university.	<input type="checkbox"/>
8. Enter in your completed coursework into DICAS and ensure your completed coursework selected categories align with the categories listed by your DPD Program (i.e., DPD Science vs DPD Professional). Note: If you have transfer coursework or coursework from outside the United States, be sure to enter the relevant classes into DICAS and categorize accordingly (i.e., DPD Science vs DPD Professional).	<input type="checkbox"/>
9. Enter the names and contact information of each of your references for 3 Letters of Recommendation - to be submitted online by your references by the deadline . UC Davis Medical Center Dietetic Internship requires at least one letter from a work or volunteer supervisor and at least one letter from an academic reference (professor, academic advisor). The third letter can be either a supervisor or academic reference.	<input type="checkbox"/>
10. Pay DICAS Fees	<input type="checkbox"/>
11. Pay UC Davis Medical Center DI Program Application Fee (is separate from DICAS fee - details below)	<input type="checkbox"/>
<p>Pay with credit card (Visa, Mastercard, American Express, or Discover) by contacting the UC Davis Health Cashier's Office by secure phone line (916.736.2621) and make payment over the phone.</p> <p>***Payment must be received within 2 business days of application submission for program to consider applicant.***</p> <ul style="list-style-type: none"> ● Pay \$50.00 DI Program Application Fee ● Information to provide to Cashier: Name of Intern Applicant, state payment is for UC Davis Medical Center Dietetic Internship Program Application Fee. Inform them this is a student application payment (so no credit card processing fees are charged to student.) ● Cashier's Office Hours (Pacific Time): Monday – Friday, 8 a.m. to 4 p.m., closed 12 p.m. to 12:45 p.m. for lunch. Closed on holidays. 	<input type="checkbox"/>
KEY DATES	
	Deadlines for Submitting:
DICAS Online Application	Portal opens August 5, 2024
UC Davis Medical Center DI Program Available in DICAS	November 1, 2024
UC Davis Medical Center DI Program Application Due Date in DICAS	Open until filled up until May 15, 2025
UC Davis Medical Center DI Program Application Payment Due Date	Received within 48 hours of application submission
UCDMC DI Applicant Notification Day	Rolling basis until positions filled
Rolling notifications for open positions	April 1 – May 30, 2025
Applicant Acceptance Deadline	Applicant to email Decision (Accept or Decline) within 1 business day of offer email.