

**UC DAVIS MEDICAL CENTER DIETETIC INTERNSHIP
APPLICATION CHECKLIST**

Completed

DICAS Online Centralized Application	
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. 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 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 (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 . 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"/>
Application Payment for UC Davis Medical Center Dietetic Internship Program (Must be received by January 6, 2025 to be considered)	
Payment Options:	<input type="checkbox"/>
<p>1) 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. Payment must be received no later than January 6, 2025.</p> <ul style="list-style-type: none"> • 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: Monday – Friday, 8 a.m. to 4 p.m., closed 12 p.m. to 12:45 p.m. for lunch. Closed on holidays. 	
OR	
<p>2) Pay with personal check or cashier's check and mail with the Application Payment Cover Sheet to be completed and mailed directly to the UC Davis Medical Center Dietetic Internship Program, postmarked no later than December 23, 2024. If mailing check and cover sheet, use the following directions.</p>	

1. Complete the UC Davis Medical Center DI Program Application Payment Cover Sheet
 2. Enclose **\$50.00 Application Fee** via check or cashier's check - payable to "UC Regents"
 3. **OPTIONAL** If you want confirmation that the check was received by mail: Enclose a **Self-Addressed Stamped Postcard (SASP)** - Please write "Application Payment and Cover Sheet Received" on back of the postcard. Upon processing your Supplemental Application, the UCDCM DI Program will sign and return any SASP included in your application packet. If mailing payment, this SASP is the preferred and most accurate method to ensure your mailed application payment is received. *Note: USPS Return-receipt is not necessary and has the potential to be an inaccurate assurance as mail is received and routes from a central mail office at UCD to the various departments.*
 4. Mail Application Payment and Cover Sheet (**postmarked by December 23, 2024**) to:
- UC Davis Medical Center Dietetic Internship Program
 Supplemental Application
 Food and Nutrition Services Dept.
 2315 Stockton Blvd., SESP 0P160
 Sacramento, CA 95817

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	11:59 PM CT on January 6, 2025
UC Davis Medical Center DI Program Application Payment Due Date	Received by January 6, 2025 (Postmarked by December 23, 2024 if mailed)
UCDCM DI Applicant Notification Day	on or before March 1, 2025
Rolling notifications for open positions	February 28 – March 15, 2025
Applicant Acceptance Deadline by 11:59 PM PT	March 15, 2025