

# Central Michigan University Dietetic Internship Application Checklist

- D & D Digital: Applicant must register online for computer matching and select dietetic internship priority choices by designated deadline date listed on the D&D Digital website. Applicant must comply with all requirements, fees, and timelines as found on the D&D website.
- Dietetic Inclusive Centralized Application Services (DICAS): Applicant must complete the DICAS online application by designated deadline date listed on the DICAS website. Applicant must comply with all requirements, fees, and timelines as found on the DICAS website.
- References: Submit the names and contact information (specifically an email address) for three references. This will trigger an email message requesting completion of a reference form, which will be completed online. Applicants submitting more than one application will need to use the same references for each application.
- Personal Statement: Submit a letter of application which includes 1) Relevant family and/or life experiences, 2) Professional goals, 3) Strengths which will contribute to your success in the internship, 4) Reason(s) for applying to this internship, 5) Reason(s) for selecting dietetics as a career, 6) Describe interest/service to others. The letter must be typed, single spaced. Business letter format must be followed.
- Verification Statement or Declaration of Intent: Submit name and contact information (specifically an email address) for your program DPD director. This will trigger an email message requesting completion of the verification statement or declaration of intent by your DPD director.
- Transcripts: Request official transcripts (undergraduate and graduate) from your college(s) as directed in the DICAS website. If you have any specific questions contact DICAS by phone at 617-612-2855, or by email at [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org)
- Application fee: A non-refundable application fee of **\$50.00** is collected at the time of application to the internship.

Send a personal check, money order, or cashier's check **made payable to CMUDI**. Do NOT send cash.

**Mail payment to:**

Central Michigan University  
Department of Nutrition and Dietetics  
Anna Most, MS, RDN  
CMUDI  
Wightman Hall 106B  
Mt. Pleasant, MI 48859