

Application Process for the Oklahoma State University Dietetic Internship

Application to the OSU Dietetic Internship is a four part process:

- 1) Application to the DI through DICAS
- 2) Additional requirements to the OSU DI
- 3) Registration with D&D Digital to complete the computer matching process
- 4) Application to the OSU Graduate College/M.S. in Nutritional Sciences – Nutrition or the Masters in Public Health

Summary of Application Requirements* (See Application Details below)	DICAS	OSU DI	D&D Digital	OSU Grad College
Application	Complete on DICAS	From DICAS	Register Online	Apply Online
Personal Statement	Upload to DICAS	From DICAS		Upload to Graduate Application
Resume	Upload to DICAS	From DICAS		Upload to Graduate Application
Three Recommendations	Include names & email addresses in DICAS	From DICAS		Include names & email addresses in application
Declaration of Intent or DPD Verification Statement	Send request to DPD director through DICAS	From DICAS		
Official Transcripts	Submit DICAS <i>Transcript Request Forms</i> to Registrar(s)	From DICAS		Upload scanned transcripts with application
Background Check		Submit info & \$33.60 to Trak-1		
Official GRE Score Report		Submit to OSU DI		Submit to Graduate College
Application Fee (non-refundable)	\$40 for 1 st ; \$20 for each additional	\$60	\$50	\$50 Domestic \$75 International Students
<i>International Students must also submit:</i>				
Official Transcript Evaluation Report from ACEND approved agency		Submit to OSU DI		
TOEFL Scores		Submit to OSU DI		Submit to Graduate College

*Application materials will not be returned.

Application Details

1) Dietetic Internship Centralized Application System (DICAS)

The OSU Dietetic Internship uses DICAS, the on-line centralized internship application, which may be accessed at <https://portal.dicas.org>. DICAS will be available starting December 6, 2018 for the spring 2019 match. The fee to use DICAS is \$45 for the first application submitted and \$20 for each additional application.

The **DICAS application** for our program must be completed by **11:59 p.m. Central Time on February 15, 2019**. Consult detailed instructions for each section of the application on the DICAS portal.

Complete all sections of the DICAS application including:

- Personal Statement** - Applicants who apply to internships using DICAS will be asked to upload a personal statement. It will be attached to the OSU application in the Internship Program Designation section.

Questions to be addressed in the personal statement include:

- Why do you want to enter the dietetics profession?
- Discuss experiences that have helped to prepare you for your career,
- What are your short-term and long-term professional goals?
- What are your strengths and weaknesses or areas needing improvement?
- Describe your research interests for the NSCI graduate program.
- The NSCI graduate program requests 2-3 pages (600 words or more)
- DICAS limit – 8000 characters or about 1000 words

- Resume** – Upload to DICAS.

- Three Recommendations** - When completing the DICAS application form, applicants must include the name and e-mail address for each reference. This will trigger an e-mail message requesting completion of a recommendation form to be completed on-line. Two recommendations must be from faculty teaching DPD courses and one should be from a major advisor or an employer. Recommenders need to know that they will be getting two separate recommendation requests (DI and Grad College), but the online recommendation forms are very similar.

- Declaration of Intent** to Complete Didactic Program (for DPD undergraduates) or **DPD Verification Statement** of Completion of Didactic Program in Dietetics (for DPD graduates.) Submit request through the DICAS site for the appropriate form to be completed by your DPD director.

- Official transcripts** from all colleges and universities attended must be sent to DICAS by Registrars using the *Transcript Request Forms* downloaded from DICAS. DICAS must receive them by the deadline.

2) Additional application requirements for the OSU DI:

- ❑ **Background check** – Our program requires a background check through Trak-1 Technology*. Go to <https://www.smart-trak.com/okstate/nutrition/> and enter your name and email address. Click on “Send Invite”. You will receive an email with a link to follow. Fill out the online form and pay \$33.60 with a credit card. The completed background report will be available to the OSU DI.
- ❑ **GRE Scores** - Email PDF of official scores to mary.hammack@okstate.edu or gena.wollenberg@okstate.edu
- ❑ **DI Application fee of \$60.00** - *Make check payable to Oklahoma State University and mail to:*

**Department of Nutritional Sciences
Dietetic Internship Director – Gena Wollenberg, PhD, RD, CSSD, LD
301 Human Sciences
Oklahoma State University
Stillwater, OK 74078-6141**

International students must also submit:

- ❑ **Official Transcript Evaluation Report** from an ACEND approved Independent Foreign Degree Evaluation Agency

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485502>

3) D&D Digital Computer Matching Information

All applicants to the OSU Dietetic Internship must also participate in the online computer matching process through **D&D Digital Systems**.

- ❑ Register online and submit program prioritization by **February 15, 2019** for the computer match at <http://www.dnndigital.com>
- ❑ Requires a \$55.00 computer match fee paid online to **D&D Digital Systems**

4) Admission to the OSU Graduate College/ Master’s Degree in Nutritional Sciences - Nutrition

DI Applicants must also apply to the OSU Graduate College by February 15, 2019. Admission to the OSU Graduate College and acceptance into the NSCI Master’s Degree Program or the MPH Degree Program is **required** in order to be considered for acceptance into the OSU Dietetic Internship. Application should be made for a **Master’s Degree in Nutritional Sciences – Nutrition** or a **Master’s**

Degree in Public Health (MPH). (The MS in Dietetics is for the Great Plains IDEA program which is only for those who are already Registered Dietitians.)

❑ **On-line Graduate College application at:**

<http://gradcollege.okstate.edu/content/application-process-0>

- Upload your personal statement, resume, and scanned copies of your transcripts to the Graduate application. Applicants may use the same personal statement and resume for DICAS and the OSU Graduate College.
- When completing the Graduate College application form, applicants must include the name and email addresses for three references. This will trigger an email message requesting completion of a recommendation form to be completed by your reference. You may use the same references for DICAS and the Graduate College.

❑ **Official GRE Score Report** - GRE School Code for OSU is 6546; Nutritional Sciences Code is 0214

❑ **\$50.00 application fee** paid online to OSU Graduate College (**\$75 for international students**)

❑ **TOEFL scores (for international students only)** - Email PDF of official scores to mary.hammack@okstate.edu or gena.wollenberg@okstate.edu

Additional information regarding the M.S. in Nutritional Sciences-Nutrition and MPH is available at <http://humansciences.okstate.edu/nsci/index.php/graduate-students>.

For questions regarding admission to the Nutritional Sciences Graduate Program, contact the Graduate Coordinator:

Gail Gates, PhD
gail.gates@okstate.edu

Graduate Teaching and Research Assistantships

Some graduate teaching and/or research assistantships in the Nutritional Sciences Department may be available for graduate students. The application for graduate assistantships is included in the graduate college application. For information on available departmental Graduate Teaching Assistantship (GTA) positions, please contact:

Stephen Clarke, Ph.D.
Interim Department of Nutritional Sciences
405-744-5040
stephen.clarke@okstate.edu

For information on available Graduate Research Assistantships (GRA), please contact individual NSCI faculty members. Information on NSCI faculty and their research interests may be found at: <https://humansciences.okstate.edu/nsci/directory/index.html>

Selection and Appointment Procedure for DI class of 2019

- **February 15, 2019- Deadline for completing DICAS Application.**
- **March 25, 2019 –April 1, 2019 – Period for reordering lists.** Applicants will be able to reorder their prioritized list if they desire - programs can be deleted, but no program can be added. Deadline to withdraw from matching is April 1, 2019. Notify D&D Digital by email.
- **April 7, 2019 –Notification day.** Applicants must use the D&D Digital Systems internet site to receive their personal Dietetic Internship matching results and instructions. This will be the applicants' ONLY notification of their results and instructions. This information will be available beginning at 6:00 PM CDT, Monday, April 8, 2019. To insure individual privacy for notification, all applicants receive a letter from D&D Digital in March with their personal login and password for the website.
- **April 8, 2019 – Appointment Day.** Applicants receiving a match to a DI program will be instructed by D&D Digital to call, e-mail, or fax the DI contact person on or before April 8, 2019 by 6:00 p.m. (CDT for Oklahoma State) to confirm his/her appointment. After that time, the program is under no obligation to hold the opening for the applicant.
- The applicant should inform his/her Director of the Didactic Program in Dietetics and/or his/her Advisor of the computer match/appointment and final decisions regarding the appointment.
- **April 11, 2019- Second Round Match** – If the OSU Dietetic Internship has openings for the second round match, the program will be listed on the D&D Digital website. Applicants who wish to apply to the program in the second round match should review the “Selection Criteria for Applicants” on our website. Only applicants who meet all selection criteria (including GRE scores) will be eligible for consideration. If eligible, contact the OSU DI Director at gena.wollenberg@okstate.edu before submitting materials to the OSU DI through DICAS or applying to the OSU Graduate College.

Selection Practices:

Oklahoma State University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 111246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to, admission, employment, financial aid and educational services.

If an applicant feels that they have not been fairly considered for the internship, they may contact the DI Director, the Nutritional Sciences Department Head or the Dean of the College of Human Sciences for further consideration. An additional avenue is to contact the OSU Office of Affirmative Action, 405-744-5371, 408 Whitehurst, Stillwater, Oklahoma, 74078. If an applicant feels that the program does not meet the Accreditation Standards set out by ACEND, he/she may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND, formerly CADE) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, 312-899-0040 ext 5400.