



**COLLEGE OF GRADUATE STUDIES
DIETETIC INTERNSHIP
APPLICATION INSTRUCTIONS**

Computer Matching

All applicants to the Immaculata University Dietetic Internship Program must participate in computer matching. Applicants can register with D&D Digital at www.dnddigital.com/ada to prioritize their Dietetic Internship preferences. This must be completed by February 16, 2010.

D&D Digital Systems
304 Main Street
Ames, IO 50010
515-292-0490
dnd@sigler.com

The computer matching code number for the Immaculata University Dietetic Internship is **242**.

Selection Criteria

Selection is based on:

- Scholastic achievement
- Work experience
- Recommendations
- Leadership ability
- Written communication skills
- Interview

A selection committee reviews application packets and participates in interviews and the final selections.

Application Checklist

The application checklist is a tool to ensure that all required information is included in the application packet. Please include a telephone number and e-mail address we can use to schedule an interview. Also indicate a practicum option: full time, part-time or no preference. The application checklist is to be signed and included in the application packet. Incomplete packets will not be considered for admission.

Application Fee

The non-refundable application fee of \$50 is to be attached to the completed application checklist. Checks or money orders are to be made payable to Immaculata University.

Application Forms

Two application forms are required: the Immaculata University College of Graduate Studies Application Form and the Dietetic Internship Program Application (2005 version). The Dietetic Internship Program Application is available at www.depdp.org or www.immaculata.edu. Please type.

Biographical Sketch

The biographical sketch should include a summary of how you became the person you are today, the reasons you selected this internship and graduate program, and your short and long term professional goals. Please limit to two typed pages. The biographical sketch fulfills the writing sample requirement of the College of Graduate Studies. The biographical sketch of enrolled interns is forwarded to their supervised practice facilities.

Cover Letter

The cover letter is to be addressed to the DI Selection Committee and include any additional information you feel the selection committee should know.

Official Transcripts

Submit two official transcripts from each undergraduate and graduate school attended. Transcripts are to be in sealed envelopes. If a school will not send an official transcript directly to you, you may have it sent to Immaculata University College of Graduate Studies. Please note this on the application checklist.

Recommendation Forms

Recommendation forms are available at www.depdp.org. References should be from professionals qualified to appraise your character, interpersonal skills, demonstrated ability, professional potential, and capability for graduate study. The recommendations are to be submitted in sealed envelopes with the signature of the evaluator across the sealed portion of the envelope. The recommendations are to be from the following:

- an instructor in the applicant's major field of study
- a current /previous employer or relevant volunteer work supervisor.
- an academic instructor or employer

Resume

A current professional resume outlining your education and work experience is to be included in the application packet. The resume of enrolled interns is forwarded to their supervised practice facilities.

Verification Statement or Declaration of Intent to Complete Degree

Applicants who have completed verification requirements must submit an original verification statement. This form must be signed by the college or university DPD director.

Applicants who have not completed verification requirements must submit the Declaration of Intent to Complete form.

Mailing Instructions

Completed application packets must be postmarked or delivered to the graduate office by **February 16, 2010**. Submit all application materials to:

**Graduate Admissions/Dietetic Internship
Immaculata University
King Road, Box 500
Immaculata, PA 19345-0500**

Application materials will not be returned.

Revised 07/23/09