



PROCEDURE FOR APPLICATION - PRE-SELECTION ADMISSION

Deadline for receipt of completed applications: January 11, 2023 at 5:00 PM

Applicants for admission by preselect process should do the following:

1. Assume responsibility for his/her application to the Dietetic Internship (DI).
2. Provide letter of application/personal statement stating professional goals as related to dietetics, as well as any other pertinent information including any personal information you may wish to share. Please include your reasons for applying to the UNCG program.
3. Include a copy of her/his resume.
4. Send or deliver the completed application forms:
 - a. Supervised Practice Program (DICAS) Application (2009 revised format)
 - b. References from three professional persons who can give information as to ability, potential, professional qualifications, character, appearance, and personality of the applicant. **All qualities rated “Outstanding” on the Recommendation Form must have written explanation on the back of the page for additional information.**
5. Send official transcript(s) of credits earned from **ALL** universities and colleges attended where you completed DPD courses. Include graduate transcripts as well as undergraduate transcripts (to date), if applicable.
6. Provide original Verification Statement of completion of Didactic Program in Dietetics or Declaration of Intent to Complete Degree from Didactic Program Director at your university. This standardized form is to be completed and signed (blue ink) by the College/University Didactic Program Director and must be no more than 5 years old on 01/11/2023.
7. Participate in an interview to be scheduled by the DI Director on _____ between 1:00 – 4:00 PM. Applicants will be notified of their randomly assigned half-hour time slot.
8. Only current UNCG Department of Nutrition DPD students may participate in the preselection process. Up to 10 qualified UNCG DPD students per year may be selected for the program. **Application does not guarantee acceptance.** If preselected, the applicant will be required to complete the Select Option Signature Form. This form must be submitted to Prof. Babbi Hawkins by February 1, 2023. Prof. Hawkins will then notify D&D Digital Systems, Inc. that preselected interns will not participate in the computer match.

If the applicant is **not** selected through the preselect process, she/he may reapply to this or any other DI through the computer matching process. The deadline for the April 2023 computer match is February 15, 2023. UNCG is participating in the Spring DICAS match process. See our website for more information.

Note: All students accepted into the DI program will be required to complete a criminal background check prior to placement in any site/facility.

9. **Scan** the completed application package as an **Adobe PDF file (only)** to smritter@uncg.edu. All application materials must be received by January 11, 2023 at 5:00 PM for notification on or before January 27, 2023.

REFERENCES

TO THE APPLICANT:

Attached is one of the Reference Forms you are to use with your application to our DI program. Make as many copies as you need (3 references are required). Complete a cover sheet for each and sign it. Detach one set of instructions (below) for each recommendation form and attach it to the form. You are responsible for assuring that all of your recommendations are received by UNCG by the application deadline.

TO THE REFERENCE WRITER:

Please complete the attached form. Place it in a business envelope. **Seal it and sign** the outside envelope flap. Return to the applicant for inclusion in his/her application packet **OR return to:**

Prof. Babbi Hawkins, MS, RD, LDN
Department of Nutrition, UNC Greensboro
319 College Ave
318 Stone Building
PO Box 26170
Greensboro, NC 27402-6170

*Applicant's Due Date: January 11, 2023

Failure to return recommendation form before the Due Date may result in the applicant's disqualification for consideration.

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