Applying to San Francisco State University’s Dietetic Internship Program
Revised November 7, 2014

To apply to San Francisco State University’s dietetic internship program for admission in Fall 2015, you must complete all of the following:

1) Participate in Computer Matching Spring 2015 through D&D Digital
2) Complete online Dietetic Internship Centralized Application System (DICAS)
3) Complete payment for San Francisco State University’s application fee online at https://commerce.cashnet.com/DI

The deadline for all three of these for San Francisco State University is February 15, 2015. D&D Digital and DICAS close at 11:59PM Central Time on February 15, 2015. Please note that other programs may have earlier deadlines.

*Computer Matching (D&D Digital)*

Applicants to SFSU’s Dietetic Internship Program must participate in the Spring 2015 computer matching process. Applicants may register on D&D Digital starting December 1, 2014. Please refer to D&D Digital’s website at www.dnddigital.com for information about the computer matching process, timelines, and program codes. In order to participate in the computer matching process, you will register online at www.dnddigital.com. The deadline to register and submit dietetic internship priority rankings is February 15, 2015 at 11:59PM Central Time. There is a $50.00 charge for participating in the computer match.

D&D Digital Systems, Inc. contact information:

D&D Digital Systems, Inc.
304 Main Street, Suite 301
Ames, IA 50010
Phone: 515-292-0490
Fax: 515-663-9427
Web: www.dnddigital.com
E-mail: dnd@sigler.com

Applicants can change the order of their priority rankings up until April 6, 2015 at 11:59pm Central time. Notification Day is on Sunday, April 12, 2015 at 6:00PM Central Time when applicants can go to D&D Digital to review their personal matching result. Students receiving a match to SFSU’s dietetic internship program must accept the match no later than 6:00PM Pacific Standard Time on Monday, April 13, 2015. Information on how to accept the match will be provided by D&D Digital.

If you are accepted into our Dietetic Internship Program, additional instructions on the application process to the SFSU Graduate Division will be sent to you. The Dietetic Internship Program at SFSU is a full-time, 11 month non-degree conferring academic program, from mid-July through early June.
Dietetic Internship Centralized Application System (DICAS)

The DICAS portal will be available on December 9, 2014 for the Spring 2015 Match. The portal may be accessed at https://portal.dicas.org. The entire on-line application must be completed by 11:59PM Central Time on February 15 for our program. Other programs may have earlier deadlines. The fee for DICAS is $40 for the first DI program application and $20 for each additional DI program application. Follow the directions carefully on DICAS to ensure that your application is complete and accurate. The DICAS portal will require applicants to:

1. Complete all sections of the standard program application including demographics, education, activities, honors, work experience, volunteer experience, coursework, and grades.
2. Submit your SFSU personal statement on DICAS and target to SFSU’s dietetic internship, answering all the standard DICAS personal statement questions plus the following two questions, all in 8000 characters or less:
   a. Describe one of your achievements that you are most proud of and explain why you are proud of it.
   b. Discuss why you feel you are a good fit for San Francisco State University’s Dietetic Internship Program.
3. Send official transcripts from all colleges and universities attended to DICAS per their instructions – please verify address:

   DICAS Online  
   PO Box 9118  
   Watertown, MA 02471

   Be sure to follow the instructions on DICAS and request transcripts in a timely manner so that they can be posted on time on DICAS.
4. Ask DPD Directors to submit DPD Verification Statement or Declaration of Intent to Complete forms on DICAS. Be sure to follow instructions on DICAS and enter the request in a timely manner so that DPD Directors have adequate time to complete the form.
5. Ask three references to complete a letter of recommendation on DICAS and target the three reference writers that you want for SFSU. Be sure to follow the directions on DICAS and enter the request for letters of recommendation in a timely manner so that reference writers have adequate time to complete the letters. SFSU requests the three reference letters be from faculty or managers/supervisors from different areas of dietetics, but the most important criteria is that the reference writers know the applicant well enough to be able to write a letter of recommendation that can speak to the strengths and weaknesses of the applicant.
6. Include the DPD Course List Form, which can be provided to you by your DPD Director.

Please note – it is the applicant’s responsibility to verify above DICAS and D&D Digital Deadlines, Instructions, and Fees, and follow accordingly.

*Application Fee for San Francisco State University

An application fee to apply to SFSU’s Dietetic Internship will be due on February 15, 2015 or before. This will be submitted online.
The following items will be needed with this online fee.

a. Name, e-mail address, DICAS ID#

b. Second language and competency level. This is not a requirement. Use the following link to determine competency level:
http://careers.state.gov/gateway/lang_prof_def.html

c. Certification that the following statement is true: I certify that all materials submitted on DICAS and here are true to the best of my knowledge. I have reviewed and understand all the requirements regarding the SFSU Dietetic Internship/Certificate in Dietetics posted on the SFSU Consumer & Family Studies/Dietetics website. I am able to commit to all the requirements for completion (tuition, cost of living expenses, time commitment, access to a car and transportation costs, academic and rotation requirements, immunizations, and clear background check, drug testing, and fingerprinting,) if accepted into this program.

d. Payment of $55.00 fee (electronic check or credit card payment accepted, credit card will require an additional service charge of $1.51)

Please complete the above items by following this link (which will be active after December 1, 2014): https://commerce.cashnet.com/DI

If you have questions regarding applying to San Francisco State University's Dietetic Internship, you may contact Wanda Siu-Chan, Dietetic Internship Director at siuchan@sfsu.edu or the Consumer and Family Studies/Dietetics department at cfds@sfsu.edu or (415) 338-1219.

Additional Important Information regarding applying to our program:

All DPD courses must be completed with a grade of C or better. A minimum overall undergraduate GPA of 2.7 and a minimum DPD GPA of 3.0 is required to be considered for admission into our program. However, admission into our program is extremely competitive and the majority of accepted applicants have a DPD GPA > 3.4 and significant work/volunteer experience in the field of dietetics.

Recency of coursework - if you completed your DPD program prior to August 2010, then you must re-take a clinical/MNT course and a physiology course. This ONLY applies to applicants whose DPD verification statement completion date is dated before August 2010. If you completed your DPD program prior to August 2010, include in your application packet, the grades received for these courses or proof that you are in the process of re-taking these courses.

DPD GPA and work/volunteer experience in dietetics are the criteria that are the most important during the initial review of applications, but all the following criteria are subsequently reviewed and evaluated.

a. DPD coursework grades
b. overall undergraduate GPA (and graduate coursework if appropriate)
c. science coursework GPA
d. work and/or volunteer experience in dietetics
e. other work and/or volunteer experience in which the applicant gained skills that would help an applicant be successful in a dietetic internship
f. letters of recommendation
g. personal statement and personal statement addendum
h. phone interview (only applicants who are being considered for admission will receive an e-mail in around the second/third week of March to schedule a phone interview)
i. preference may be given to SFSU DPD graduates whose qualifications are competitive with non-SFSU graduates
j. other criteria that may be considered include honors, awards, scholarships, second language(s), graduate degree
k. At this time, the G.R.E. exam is not required for our program

No credit hours will be awarded towards the 1200 required supervised practice hours for prior work experience. All academic coursework is required even if similar coursework has been completed previously in a graduate program.

Rotation sites will require criminal background check, fingerprinting clearance, and drug screening. If you have reason to believe that you will not pass any of these, do not apply to our program as you will be unable to be placed in rotations and you will not be able to complete our program.

All interns will be required to purchase and maintain health insurance throughout the internship. The university does not provide health insurance to interns in this program.

Rotation sites will require medical clearance that typically includes TB clearance (two-step PPD tests and/or chest x-ray), immunizations and/or titers showing immunity to measles, mumps, rubella, rubeola, tetanus, diptheria, Hep B, TDap, etc…Sites will also require that interns get a flu shot. If you are unable or unwilling to complete all requirements for medical clearance, do not apply to our program as you will be unable to be placed in rotations and you will not be able to complete our program.

Due to the nature of commuting in the Bay Area, access to a car is required and proof of car insurance will be required. You may be able to use public transportation for some rotations, but you must have access to a car if it is needed. If you will not have access to a car for the entire duration of the internship, please do not apply to our program.

Financial aid may be available to interns in this program. In the past, students who received financial aid only received enough to cover tuition. Students will likely have to pay for summer tuition before the first installment of financial aid is given. Applicants must make sure they have adequate finances to pay for all expenses for the internship year, including rent, transportation costs, immunization and other rotation requirements, professional clothing, personal costs, etc…

International students who complete an AND-ACEND accredited DPD program are eligible for this dietetic internship. TOEFL scores for these international students are not required.

For More Information:

DICAS
https://portal.dicas.org

D&D Digital
www.dnddigital.com

CFS/D home page
http://cfsd.sfsu.edu

AND information for students/applicants
http://www.eatright.org/BecomeanRDorDTR/

Applicant Guide to Supervised Practice Experience (available from your DPD Director)

Thank you for your interest in our program.