



UNCG

DIETETIC INTERNSHIP PROGRAM

PROCEDURE FOR APPLICATION FOR ADMISSION

Using the computer matching process

The deadline for application is February 16, 2010.

Applicants for admission by computer matching should do the following:

1. The applicant is to assume responsibility for his/her application to the Dietetic Internship (DI)
2. Send letter of application stating your 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. Send a copy of your resume.
4. Send the completed application forms:
 - a. Supervised Practice Program Application (2005 revised format) with additional questions required by UNCG.
 - b. References from three professional persons who can give information as to ability, potential, professional qualifications, character, appearance, and personality of the applicant. The references must include a major professor in food and nutrition. **All qualities rated “Outstanding” on the Recommendation Form must have written explanation on the back of the page for additional information.**
 - c. GRE Scores (Official Graduate Institution Report of Scores, not Student copy) Note: **You will need to retake this exam if your scores are over 5 years old.** You should allow a minimum of one month for scores to arrive by the deadline of February 16, 2010. Applications without GRE scores will not be reviewed.
5. Send official transcript(s) of credits earned from All universities and colleges attended. Include graduate transcripts as well as undergraduate transcripts (to date), if applicable.
6. Send verification or completion of Didactic Program in Dietetics or Declaration of Intent to Complete Degree from the 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.
7. Send internship application processing service charge of \$55 by check payable to Department of Nutrition (must accompany application)
8. Application materials will **not** be returned.
9. Note: All students matched to the DI program will be required to complete a criminal background check prior to placement in any site/facility.
10. All applicants to Dietetic Internships (DI), except those eligible for the preselect process, must participate in computer matching operated by D&D Digital Systems. There is a \$50.00 charge for computer matching that is due with the applicant’s prioritized ranking. All information and procedures are found at this website: www.dnddigital.com or they can be reached by phone at 515-292-0490.
11. We recommend that the completed DI application materials be sent via certified mail with a request return postcard.
12. Completed application must be **postmarked** no later than February 16, 2010 for notification in April.
Send to:
Martha L. Taylor, Ph.D., R.D., L.D.N.
Associate Professor and Director, Dietetic Internship
Department of Nutrition
318 Stone Building
The University of North Carolina at Greensboro
Greensboro, NC 27412

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 sent to 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:**

The University of North Carolina at Greensboro
School of Human Environmental Sciences
Department of Nutrition
318 Stone Building
Greensboro, NC 27412

*Applicant's Due Date: February 16, 2010

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

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