

Application Check List (Distance Internship)

Application Checklist

The completed application packet must be postmarked by the **D&D Digital** spring matching deadline.

Application Packet:

_____ Letter of application (maximum two pages, typewritten). Please include the following in your letter:

- career goals
- how the Dietetic Internship Program at Bowling Green State University can help you meet those goals
- why you chose the Distance Dietetic Internship Program at Bowling Green State University program rather than a traditional program
- volunteer and work experiences that exemplify initiative and problem solving
- your general experience with computer technology, e-mail, etc.
- strengths and areas needing improvement
- statement of work or practicum experience that has prepared you for a supervised practice program (work experience related to dietetics need not be limited to the past five years)
- ability to meet the demands of a distance learning experience
- reasons for choosing distance learning over more traditional programs

_____ Completed ADA Application form (available at this web-site).

_____ Three letters of recommendation on standard ADA form. It is recommended that one letter be from a current or former employer and one from a dietetics professor. The forms and letters must be sealed in individual envelopes, signed across the envelope and seal by the individual providing the recommendation. Include with packet if possible. **Do not put application packet in a binder or folder.**

_____ Declaration of Intent to Complete Form signed by the Program Director of the Didactic Program where applicant is currently enrolled or Verification Statement if applicant has already graduated.

_____ Transcripts from all universities/colleges attended.

_____ GRE scores.

_____ Preceptor Application Forms (one from clinical site, one from community site).

_____ Affiliation Site Application forms for those sites.

There is no application fee for this option.

The Application Packet should be sent to the following address:

Bowling Green State University
School of Family and Consumer Sciences
Distance Dietetic Internship Program
Bowling Green, OH 43403-0254

_____ Computer matching form submission to D&D Digital. **Use matching code 249.**

Applicants to Dietetic Internships must participate in computer matching. Applicants should request instructions and mark/sense cards to prioritize their DI or AP4 preference. Applicants should request this material from any ADA approved Didactic Program in Dietetics or from D&D Digital Systems or visit their web-site at <http://www.dndigital.com>. This request should be made to allow turn around time for submitting by a February postmark deadline. There is no charge for this material, however there is a \$50.00 charge for computer matching that is due with the applicant's prioritized matching.