

# Application Checklist – MCDPH DI Full-Time Track

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Direct application questions to:

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Dietetic Internship Director  
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(602) 506-8322

Maricopa County Department of Public Health  
Office of Nutrition and Active Living  
4041 N. Central Avenue, Suite 1400 Phoenix,  
AZ 85012

Use this checklist to ensure all components of the application are completed - checklist does not need to be submitted.

- Official undergraduate college transcripts have been mailed to DICAS
- Transcripts from graduate college or university (if available)
- Three letters of recommendation with at least one academic and one work/professional. *Please do not include letters from friends or family*
- DPD Course List Form from your DPD Director
- Signed Verification of Completion of Dietetics Programs in Dietetics (DPD) or a signed Declaration of Intent to Complete
- Personal Statement, which must address all of the following:
  1. The reason for entering dietetics
  2. Preparatory career experiences
  3. Short and long term goals
  4. Personal strengths and areas for improvement
  5. Description of a project completed through your own initiative and with minimal supervision
  6. Note if you speak, read or write a language other than English and your level of fluency
  7. Graduate plan and status. Please mention where you are in the process for completing graduate degree. Note: graduate coursework does not have to be completed at time of application but must be ~75% completed by start of dietetic internship.

## D&D Digital Systems:

Submitted prioritized list of selected Dietetic Internships and the computer matching fee of \$55.00 to D&D Digital Systems <http://www.dnndigital.com>

## Maricopa County Application Fee:

Non-refundable application fee of \$55.00 made online through RDN2BE.com