

**VIRGINIA STATE UNIVERSITY DIETETIC INTERNSHIP APPLICATION PACKET  
CHECKLIST**

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**Please complete and return this form with your VSU DI application packet.**

- Once submitted, application materials become the property of Virginia State University. No portion of the application will be returned to the candidate.
- Incomplete applications will not be reviewed and application fees will not be refunded under any circumstance.
- Virginia State University Dietetic Internship candidates must have a minimum overall GPA of 2.75 for consideration of enrollment into the VSU DI Program.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Best Time of Business Day to Contact You .  
(Eastern Standard Time)\*: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

\*VSU may schedule phone interviews.

Program Preference. Please select carefully. If you select both options, rank the options according to your 1<sup>st</sup> and 2<sup>nd</sup> choice OR only select one option.

Program Preference - Program Code	Rank (rank 1 <sup>st</sup> and 2 <sup>nd</sup> if interested in both OR only rank 1)
448 - full time	
449 - part time	

A complete VSU DI application packet will include:

1. Complete typed Dietetic Internship Application. Use the standard ADA Supervised Practice Program application.
2. Three letters of recommendation using the standard ADA Recommendation Form. Letters of reference accompanying the standard ADA forms are optional. Recommendation materials must be sealed in an envelope with the signature of the author across the sealed flap of the envelope.
3. Official copies of all undergraduate and graduate transcripts must be sent directly to VSU DI Program from each institution or enclosed in application package in a sealed envelope by the registrar.
4. Didactic Program in Dietetics Verification Statement of Intent to Complete with the original signature of the DPD Program Director.  
**If you have met the DPD requirements 5+ years ago, you must complete all requirements included in VSU DI Academic Update Requirement Form. You must complete this and have it approved and signed by the VSU DI Program Director. A copy of this form must be included in your application packet.**
5. A current (3-page maximum) resume.
6. A 250 words hand-written essay. Compose your essay so that the VSU DI Selection Panelists can clearly distinguish accomplishments that set you apart from other applicants. In the upper right corner of your essay include the word count (total number of words) for your essay.
7. Non-refundable \$50 check or money order payable to VIRGINIA STATE UNIVERSITY DIETETIC INTERNSHIP PROGRAM.