

# Application Checklist

for



**University Hospitals**  
Case Medical Center

## Dietetic Internship

**(Mark No. 367 on the Dietetic Internship MARK SENSE CARD)**

The following material constitutes a **complete application** which should be assembled and **mailed as a unit** by mid-February (every year) to:

<p><b>Felicia Vatakis, MS, RD, LD</b>  Clinical Nutrition Manager/Dietetic Internship Director  University Hospitals of Cleveland - Nutrition Services  Mailstop: LKSD (Lakeside) 5021  11100 Euclid Avenue  Cleveland, OH 44106  (216) 844-3677 Tel   (216) 844-8188 Fax  <a href="mailto:Felicia.Vatakis@UHhospitals.org">mailto:Felicia.Vatakis@UHhospitals.org</a></p>
--

1. **A completed Supervised Practice Program Application**  
Photocopies are acceptable.  
GRE scores are optional.
2. A brief, typed '**Application Letter**'
3. **Official transcripts** from all colleges and universities attended
4. **A 'Declaration of Intent' or 'Verification Statement' signed by an ADA Academic Program Director** located at an approved college or university.
  - A copy of the 'university-approved course of study' for eligibility for a Dietetic Internship with any substituted course indicated.
  - A list of courses in progress or to be taken in the future.
5. **Three (3) recommendations** using the ADA Recommendation Form.  
Two (2) **references** should be from **professors in the major field of study**.  
Original signatures are required on recommendation forms.
6. **Application fee: \$30.00**  
(Please, make check payable to: **UHCMC Nutrition Services**)
7. **Telephone interview:** The Program Director will contact you to set up a time.

**University Hospitals Case Medical Center Internship Program CODE NUMBER: 367** on the 'prioritized' list of Dietetic Internship programs, which you will submit to D&D Digital Systems.

University Hospitals Case Medical Center Internship will retain all applications for three (3) years. They will then be destroyed. No application material will be returned to the applicants. Case Western Reserve University (Case) admits students of any race, age, religion, sex, color, disability, sexual orientation, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis race, age, religion, sex, color, disability, sexual orientation, national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship and loan programs as well as athletic or other University-administered programs.

**The American Dietetic Association (ADA) requires inclusion of the following statement in ‘information to applicants’:**

All applicants to Dietetic Internship (DI) must participate in ‘Computer Matching’.

Applicants should request instructions and a Mark Sense Card to prioritize their dietetic internship preferences.

Applicants should request this material from any ADA-approved Didactic Program in Dietetics or from D&D Digital Systems.

This request should be made early enough to allow enough time to receive information and submit by the Mid-February postmark deadline. There is NO CHARGE for this material. However, there is a \$50.00 charge for the ‘Computer Matching’ that is due with the applicant’s prioritized ranking.

**ADDRESS YOUR REQUEST TO:**


**D&D Digital Systems**

**304 Main Street**

**Ames, Iowa 50010**

**(515) 292-0490 Tel. | (515) 663-9427 Fax | [dnd@sigler.com](mailto:dnd@sigler.com) E-mail**

**<http://www.dnddigital.com/ada/index.php>**

 <h1 style="margin: 0;">D&amp;D Digital</h1> <p style="margin: 0;">A Sigler Company</p> <p style="margin: 0;">304 Main Street   Ames, Iowa 50010   P. 515.292.0490   F. 515.663.9427   E. <a href="mailto:dnd@sigler.com">dnd@sigler.com</a></p>	
<ul style="list-style-type: none"> <li>ADA Home</li> <li>Log In</li> <li>Register Online</li> <li>Computer Matching Overview</li> <li>Fall 2008 Programs</li> <li>Fall 2008 Timeline</li> <li>Fall 2008 Programs With Openings</li> <li>Future Matching Dates</li> <li>Download Application Form</li> <li>Privacy Policy</li> <li>D&amp;D Digital Home</li> </ul>	<p style="text-align: right;">ADA Home</p> <p style="text-align: center;"><b>Applicants Who Have Not Registered For The Fall 2008 Computer Matching</b></p> <p>Applicants interested in participating in the Fall 2008 Computer Matching for an approved Dietetic Internship may select any one of the following options to apply:</p> <ul style="list-style-type: none"> <li>• Click <a href="#">Register Online</a>. You may register online by paying the \$50 Registration Fee by a VISA/MASTERCARD credit card (with a USA billing address). You will receive a username and password after payment is completed, that will allow online access for you to enter, verify and change if necessary, your contact information, release information and DI choices. Or</li> <li>• Click <a href="#">Download Application Form</a>. A pdf registration form with your contact information, DI choices, and release option can be printed out and mailed to D&amp;D Digital with the \$50 Registration Fee. A username and password will be emailed to the address in the contact information that will allow online access for you to verify and change, if necessary, your contact information, release information and DI choices.</li> </ul> <p style="text-align: center;"><b>Applicants Who Have Registered For The Fall 2008 Computer Matching</b></p> <p>Any changes to and verification of the Applicant’s registration information and/or DI choices must be made online prior to 12:00 midnight Central Time, Thursday, September 25, 2008, after which further changes will not be allowed.</p> <p style="text-align: center;"><b>Dietetic Internship &amp; Didactic Program Directors</b></p> <p>Participating Dietetic Internship and Didactic Program Directors will receive their Username and Password for online access to their information and choices from D&amp;D Digital.</p>
<p>Computer Matching Overview   Questions &amp; Answers   Download Application Form   Privacy Policy</p> <p>Copyright ©2008 D &amp; D Digital. All rights reserved.</p>	

**When you are completing the ‘Computer Matching’ material for D&D Digital Systems, mark Dietetic Internship Program Code Number: 367 on your prioritized list of dietetic internship programs, if you wish to be a candidate for the University Hospitals Case Medical Center Dietetic Internship Program.**