

**St. Cloud Hospital Dietetic Internship (SCH DI)  
Preselect Admission Procedures**

**Application Process:**

1. Students actively enrolled in an affiliated graduate program who meet the following criteria, are eligible to apply for the Preselect Admission option:
  - a. Currently in good standing and enrolled in affiliated graduate program.
    - i. **Full Time** Program applicants must have completed minimally 20% of required graduate credits or credit hours **at the time of application** to the SCH DI.
  - b. Have successfully completed an ACEND-accredited Didactic Program in Dietetics (DPD).
  - c. Have a minimum cumulative undergraduate GPA of 3.0.
2. Applicants who meet the minimum requirements for consideration for Preselect Admission into the SCH DI Program need to complete the following by the second Monday in January:
  - a. A completed The Dietetic Internship Centralized Application System (“DICAS”) application. This must be saved as a PDF and emailed to the SCH DI Director and *not* submitted to DICAS.
  - b. Three letters of recommendation using the standard Academy of Nutrition and Dietetics Waiver & Recommendation Form from two undergraduate and/or graduate faculty and a supervisor who can attest to their academic and/or professional attributes and support the application for preselect admission must be submitted with the application packet.
    - i. Reference letters must be in a sealed envelope with the signature of the person submitting reference on the envelope enclosure, or
    - ii. Emailed directly to the SCH DI Director by the person submitting reference, or
    - iii. Emailed to the academic institution’s Program Director, who forwards it to the SCH DI Program Director.
  - c. A personal statement that covers the prompts on the DICAS application.
  - d. Official transcripts with the applicant’s undergraduate Didactic Program in Dietetics (DPD) conferral date.
  - e. A signed and valid DPD Verification Statement from an ACEND-accredited institution.
  - f. Unofficial graduate transcripts that include fall grades of the graduate institution, if applicable.
  - g. The \$50 application fee is waived for preselect applicants.
  - h. The completed application packet must be submitted to the SCH DI Program Director no later than the second Monday in January for consideration for preadmission into the SCH DI class for that year.

Any hard copy materials can be mailed to:

Sierra Quarnstrom, Dietetic Internship Program Director  
River Campus Administration  
1200 Sixth Avenue N.  
St. Cloud, MN 56303

The completed DICAS application and any other electronic materials can be emailed to:

[QuarnstromS@centracare.com](mailto:QuarnstromS@centracare.com)

### **Selection Process:**

1. Applications will be reviewed by the internship selection committee upon receipt of all required materials outlined in the application process.
2. Remote interviews will be scheduled for applicants who meet the minimum requirements.
3. Selection criteria will include academic performance, faculty recommendations, participation in professional or community organizations, extracurricular activities, honors and awards, and the selection committee's assessment of the individual's ability to successfully complete the St. Cloud Hospital Dietetic Internship Program.
4. Meeting minimum requirements for the Preselect Dietetic Internship Option does not guarantee acceptance into the St. Cloud Hospital Dietetic Internship Program.
5. The total number of internship positions available to students for the Preselect Option is a total of up to 10 annually, which includes up to 10 full-time and/or up to 6 part-time positions, or a combination thereof to equal up to 10 total interns.
6. Admittance into the SCH DI is contingent on maintaining a 3.0 cumulative GPA and remaining enrolled and in good standing in graduate program with ability to complete graduate program requirements by the end of the dietetic internship.
7. It is the policy of the SCH DI Program that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination in the selection process.

### **Applicant Notifications:**

1. Applicants will receive written notification from the Program Director of acceptance or rejection into the Pre-select option by the fourth Monday in January of the Internship year. Failure to maintain academic and graduation requirements will compromise internship placement.
2. Students accepted into the SCH DI Program will start in the Fall of the year of the preselect application acceptance.
3. Students who are notified of acceptance to the SCH DI Program but do not accept their placement need to do so by February 1st of the scheduled internship year with written notification to the SCH DI Program Director and if applicable, notify D&D Digital to participate in computer matching.

4. For additional program information, costs and requirements, visit the SCH DI website at <http://www.centracare.com/employment/internship-and-nursing-programs/internships/st-cloud-hospital-dietetic-internship-program/>.