

## Computer Matching: Applicant Responsibilities

Applicants please note: complete computer matching information, including the computer matching dates with all pertinent deadlines, is available at this link on the ADA/CADE Web site: [http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE\\_2408\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_2408_ENU_HTML.htm)

### **APPLICATION PHASE**

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the ADA Web site or from ADA staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not ADA staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Submit to D&D Digital a mark/sense preference card and a release card mark/sense card with the prioritized list of selected Dietetic Internships and the computer matching fee (\$50.00) before the postmark deadline date. It is recommended that the computer matching materials be sent by certified mail (return receipt requested). D&D Digital will not send notification of receipt. Applicants should call D&D Digital if the certified mail receipt is not returned within three weeks.

**Important Note: Applicants should select DI priorities carefully; no changes will be accepted by D&D Digital once the mark/sense card is submitted.**

## **COMPUTER MATCHING PHASE**

- The applicant is responsible for notifying D&D Digital, in writing, of his/her decision to withdraw from the matching process if he/she makes other arrangements and will be unable to accept a match that may occur.
- The applicant is responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

## **APPOINTMENT PHASE**

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree prior to beginning the DI.

## **NOTE: IMPORTANT APPLICANT RESPONSIBILITIES**

**As a participant in the computer matching process, it is expected that applicants who receive a match will adhere to the results of the match and accept that match. It is unacceptable to decline a match in order to pursue appointment to another supervised practice program.**

**Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. As a participant in the computer matching process, applicants who do not receive a computer match must not contact any program with open positions until that day. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.**

**In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted.**

Reference: American Dietetic Association,  
[http://www.eatright.org/ada/files/applicant\\_responsibilities\(1\).pdf](http://www.eatright.org/ada/files/applicant_responsibilities(1).pdf)