



DICAS FINAL CHECKLIST

- ☐ Address spelled out formally (avoid abbreviations...Use Street not St.)
- ☐ Phone numbers formatted the same way using the format they ask for, which is hyphenated like 888-444-4444 (include one from either home/work/cell + Match day #)
- ☐ All sections are complete and free of grammar errors.
- ☐ Language should be if there is an ADDITIONAL language; Do not put English. Only put a language if you could conduct a nutrition therapy session with it 😊
- ☐ All required supplemental materials are uploaded.
- ☐ Formatting is consistent among the Additional Information sections.
- ☐ Punctuation is consistent among the Additional Information sections. (Check for periods vs. semi-colons.)
- ☐ All attempts, including initial attempts, retakes, and withdrawals (W on transcripts) of DPD courses are included in Coursework section.
- ☐ Course Names are exactly as they appear on transcript. If necessary for spacing, you abbreviated appropriately and consistently. (For example, if you have to abbreviate the word "Nutrition" always abbreviate it "Nutr" even if you have space to use "Nutrn".)
- ☐ All Colleges are input correctly and you've included community colleges, previous degree universities, and anywhere that you took a college class.
- ☐ All transcripts from all US and Canada colleges attended (where you took at least one course for credits, regardless of if it was DPD or not)
- ☐ Personal statements do not have the wrong name of a program or the wrong name of the director.
- ☐ Personal statements are assigned to the correct programs.
- ☐ Resume is able to be opened and viewed properly.
- ☐ DICAS unformatted and formatted application was printed and reviewed.