Dietetic Internship Application and Admission

Preselect Dietetic Internship Admission Option
The Preselect Admission Option is to offer qualified Ball State University students the opportunity to apply for admission and be granted direct admission into the program upon completion of the DPD and Bachelor of Science program requirements. This option also applies to current students that have been admitted into the Nutrition and Dietetics Graduate Program but have not been admitted into the Dietetic Internship. Students applying to the Preselect Admission Option will commit to attending Ball State University Dietetic Internship the following school year and bypass the computer matching application process.

Preselect Admission Requirements:
Current BSU Students:
- A minimum of a 3.5* cumulative GPA** on a 4.0 scale
- Current enrollment or completion of the core upper division nutrition courses (NUTR 455: Lifecycle Nutrition; NUTR 446: Medical Nutrition Therapy I) at Ball State University

*The cumulative GPA cut-off may be re-determined every year
**If applicable, Undergraduate and Graduate coursework will be considered in the cumulative GPA

Preselect Application Process:
1.) Apply to the Ball State University Graduate School
All applicants to the Dietetic Internship at Ball State University must be accepted into the Graduate School at Ball State University and the Department of Nutrition and Health Science to be considered an applicant to the Dietetic Internship.
- GREs are NOT REQUIRED
- Select “MS Nutrition and Dietetics” (do NOT select MS Nutrition and Dietetics-Online)
- Ball State must receive transcripts from all colleges and universities you attended (this includes dual credit courses earned while in high school) in order for you to be admitted to your program of interest.
  - You may provide unofficial or official transcripts when you apply.
    - **unofficial transcripts** - Unofficial transcripts are copies of transcripts that you directly upload to your applicant status portal. Each document uploaded must include your name, the institution's name, the degree you have earned/are in the process of completing, and your cumulative GPA. (By choosing to submit unofficial transcripts, you acknowledge that your application is being reviewed based upon the information you provided; an official transcript may be requested if further information is needed; and, after recommended for admission, that you will provide your official transcripts to complete the admission process).
    - **official transcripts** - Official transcripts are transcripts that are sent directly (electronically, by mail, or received in an official sealed envelope) to Ball State University’s Graduate Admissions Office from the issuing institution. You may order official transcripts to include with your application, rather than wait until after you're recommended for admission to provide them. This means any former or current institutions you attended will need to submit the official transcripts to Ball State.
  - You do not need to submit Ball State transcripts.
- Email your final transcripts to admissions@bsu.edu
• Your Preselect application materials will be used to select our candidates; you do NOT need to submit a letter of intent or any additional references beyond what were included in your Preselect application materials.

• Apply at [www.bsu.edu/gradschool](http://www.bsu.edu/gradschool) -- Look to the top right. “Apply Now”
  - The first time you enter information, click “First Time User”
  - Remember what username/password you used
  - You can return to the application at any time; but when you do, this time click “Returning User”

• Sign up to watch our Webinar on December 6 at 7 p.m. Eastern and your $60 application fee will be waived. [www.bsu.edu/dietetics/graduate](http://www.bsu.edu/dietetics/graduate) Scroll to the bottom of the page.

2.) Apply for Pre-select Admission to the BSU Dietetic Internship no later than fall semester of the senior year for preadmission into the Dietetic Internship class for the following year. Contact the Dietetic Internship Director for the Pre-select application packet. The application packet consists of the following completed information:
   a) BSU Preselect Admission Option Checklist
   b) Supplemental Supervised Practice Selection Form
   c) Preselect Option Admission Application Form
   • Waiver and Recommendation Form
   d) All official transcripts from every college or university attended.

Completed application packets must be scanned in their entirety and submitted in one PDF. The PDF is to be e-mailed to Lydia Ballenger ([ljballenger@bsu.edu](mailto:ljballenger@bsu.edu)) by 11:59 pm (Eastern) on December 31*. The application packet materials should be scanned in the following order:
  1) BSU Preselect Admission Option Checklist (Form A-1)
  2) Supplemental Supervised Practice Selection Form (Form B)
  3) Preselect Option Admission Application Form (Form C)
  4) GPA Worksheet (Form D)
  5) Waiver and Recommendation Form**
  6) All official transcripts from every college or university attended.
    a) Both front and back of transcripts should be scanned

In addition, the GPA Worksheet (Form D) should be e-mailed as a separate Excel document with the application packet.

**Official transcripts** can be hand delivered to the Department of Nutrition and Health Science or mailed (postmarked deadline December 31* of every year) to:

Dietetic Internship Steering Committee c/o Lydia Ballenger
Department of Nutrition and Health Science
HB 530
Ball State University
Muncie, IN 47306

*Pre-select application due date may vary slightly from year to year.
**If the applicant chooses to waive access to the recommendation letter, the Waiver and Recommendation Form can be mailed directly from the reference to Lydia Ballenger at the address above.
Pre-select applicants will be contacted by the Dietetic Internship Director to set up an interview on campus the first week of Spring Semester. The interviews will be recorded and available for the Dietetic Internship Steering Committee to review.

**Pre-select Option Selection Process and Notification:**

1. Applications and interview will be reviewed by the Dietetic Internship Steering Committee. Applicants will be notified of their acceptance or rejection into the BSU Dietetic Internship by the third week in January every year. Those that are not preselected may still participate in computer matching and still designate Ball State as an internship option if they so choose.

2. Selection criteria will include academic performance, faculty recommendations, personal statement, interview, participation in professional or community organizations, extracurricular activities/sports, honors, and awards. Meeting minimum requirements for the Preselect Dietetic Internship Option does not guarantee acceptance into the Dietetic Internship Program.

3. Students are accepted into the Ball State Dietetic Internship for the year immediately following completion of their undergraduate requirements.

4. Written confirmation to the Dietetic Internship Director accepting the internship position is required by January 30th. Students preselected for internship positions are required to notify D&D Digital of their preselection and withdraw from the computer match if they have previous registered to participate in the Dietetic Internship computer match.

5. Admittance into the BSU Dietetic Internship is contingent on maintaining cumulative GPA, a minimum grade of a B in all DPD course requirements, and completion of all DPD requirements.

- The BSU DI will vary from year-to-year the number of spots filled via the Preselect Admission Option. In any given year, the number of spots filled via the Preselect Admission Option will not exceed 12 out of 24. The remainder of the spots will be filled by computer matching.