



Memorandum

#16-007

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 18, 2016

SUBJECT: 2017 Texas WIC Dietetic Internship Application

The application period for the Texas WIC Dietetic Internship (DI) will open March 1st, 2016.

Applications are accepted through the Dietetic Internship Centralized Application system (DICAS). All applications must be completed online by **June 1st, 2016**. The application can be accessed here: <https://portal.dicas.org> (e-mail DICASinfo@DICAS.org). The fee is \$45.

DICAS requires a personal statement, online application, official transcripts and 3 letters of recommendation. In addition, WIC requires you to upload a resume and a Texas WIC DI Supplement to DICAS.

If you have questions about the DICAS application, contact the DICAS help desk at **617-612-2855**. Be sure to tell the customer service person that you are applying for the Texas WIC Dietetic Internship.

The DICAS application includes the following:

Reference letters: When completing the online application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting the completion of a reference form. The form will be completed online by the person writing the reference letter (A video for reference letter writers is available here: [Video-submitting reference letter to DICAS](#)).

Personal Statement: Include content about personal and professional goals, interests, experience, continuing education, strengths, weaknesses, and reasons for pursuing the Texas WIC Dietetic Internship, and any other information helpful to the selection process.

3. **Transcripts:** Official transcripts from all colleges and universities attended must be sent to: **DICAS – Transcript Dept, P.O. Box 9118, Watertown, Ma 02472.**