

## STUDY AWAY APPLICATION GUIDE

# Duke-In Summer Programs

### COMPLETE APPLICATION IN MYGLOBALED

- Search for your program on MyGlobalEd ([my.globaled.duke.edu](https://my.globaled.duke.edu)) and click “Apply.”
- Complete the **General Application Questionnaire** first. This allows us to request Dean’s and Conduct checks which normally take up to two weeks to complete.
- Request **recommendation(s)** from a faculty member who knows you well by asking them via email (or in person) and then submitting the form in MyGlobalEd.
- Write and submit a **personal statement**. Read the instructions carefully, including the linked PDF document with program-specific prompts.
- Submit an official **transcript** to [globaled@duke.edu](mailto:globaled@duke.edu) via DukeHub.
- Once you have finished all application items and the Dean’s and Conduct checks are complete, your status will change from “Pending” to “Pending Review.”

### IN-PERSON INTERVIEW

- Some programs may require an in-person interview. If that is the case, you will be contacted by the program director via email.

### RECEIVE ADMISSIONS DECISION FROM GEO

- You will receive **an email from GEO** with an admissions decision. For programs with rolling admissions, you will receive a decision within approximately two weeks of completing your application. For programs without rolling admissions, timing will vary.
- Your status will change in MyGlobalEd from “Pending Review” to “Accepted,” “Waitlist,” or “Denied.”
- If waitlisted or denied, you can apply to other programs, and GEO advisors can help you.

### IF ACCEPTED, NEXT STEPS

- Read your acceptance letter carefully.
- Change your status in MyGlobalEd** to “Committed” to notify GEO of your intent to participate.
- If you decide not to participate, change your status in MyGlobalEd to “Withdrawn.”
- Submit the **Participation Agreement** signed by you and a parent/guardian within two weeks of acceptance.
- Your status in MyGlobalEd will then change from “Committed” to “Enrolled.”

### COMPLETE POST-ACCEPTANCE FORMS IN MYGLOBALED

- Medical Disclosure Form:** Please answer these questions as thoroughly as possible. This helps us help you have a successful summer away.
- Travel Itinerary:** Once you have your flights confirmed, fill this out so your program director knows when you’ll arrive.
- International Travel Registry Questionnaire:** Fill out basic information that GEO will load into the Duke Travel Registry on your behalf. You can then go into the registry and provide more detailed information.
- Program-specific forms:** Complete any program-specific forms that appear in MyGlobalEd by the stated deadlines.

### DUKE-IN SUMMER APPLICATION DEADLINE

**February 1**

*Check [globaled.duke.edu](https://globaled.duke.edu) for exceptions and extensions.*

### APPLICATION LIMIT

Max of one program per summer term. If the dates overlap, you can only apply to one or the other.

### WAITLIST SITUATIONS

- GEO never releases the order of a waitlist.
- You may remain on the waitlist while you apply to a second program.
- If you are subsequently accepted to the second program, you must decide whether to stay on the waitlist or accept your spot on the second program within three business days.

### CANCELLATION FEES

You may withdraw from a summer program with no financial penalty until **MARCH 31**.

After March 31, you will be charged a cancellation fee:

- \$1,500 for a one-credit program
- \$2,000 for a two-credit program

## STUDY AWAY PRE-DEPARTURE GUIDE

# Duke-In Summer Programs

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### COURSE REGISTRATION

- GEO will register you for courses; you do not need to register on DukeHub.
- Fill out the Course Selection Form on MyGlobalEd, if applicable.
- Verify your enrollment on DukeHub in mid-April.

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### PASSPORT & VISA

- If you don't have a passport, apply for one immediately at [travel.state.gov/content/passports/en/passports.html](https://travel.state.gov/content/passports/en/passports.html). If you already have a passport, it must be valid for at least 6 months after your programs ends.
- Depending on your nationality and destination country, you may or may not need a visa for your summer program. Please contact the Global Education Office if you have questions or need a visa letter for the application.
- If you need a visa for your destination country, **it is your responsibility to apply for and obtain the visa**, which may require an in-person appearance at a consulate/embassy. Do not put this off for the last minute!

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### HEALTH INSURANCE

- You must have U.S.-based health insurance that will cover you in your host location. If you are on the Duke student health insurance plan, it will cover you. Be sure to review your policy for coverage details. On most plans, you will have to pay out of pocket for medical care and be reimbursed after you return.

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### PRE-DEPARTURE ORIENTATION

- Attend the required pre-departure orientation meeting to receive vital information about arrival, academics, housing, and health and safety. The date and time of the meeting will be emailed to you.

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### BILLING & PAYMENT

- You will be billed for Duke tuition plus the program fee via the Bursar Office, which can be viewed on DukeHub.
- For Summer Session I, bills are posted in mid-April and due in mid-May. For Summer Session II, bills are posted mid-May and due in mid-June.
- Regular payment methods are available: [finance.duke.edu/bursar](https://finance.duke.edu/bursar)
- If you receive financial aid, find more info here: [financialaid.duke.edu/current-undergraduates/study-abroad](https://financialaid.duke.edu/current-undergraduates/study-abroad)

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### PLANE TICKETS

- You are responsible for making your own travel arrangements. If there is a group flight, you will be notified.
- Some destination countries will require you to have your visa prior to buying a plane ticket.
- Pay attention to the required arrival date for your program. Depending on your destination, **you may need to depart the U.S. the day before the required arrival date.**

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### IMMUNIZATIONS

- If your destination country requires or recommends certain vaccinations, make an appointment as soon as you can at the Travel Clinic located in the Student Health Center ([studentaffairs.duke.edu/studenthealth/services/international-travel-clinic](https://studentaffairs.duke.edu/studenthealth/services/international-travel-clinic)). The Clinic may not be able to accommodate you later in the semester.