

STUDY AWAY APPLICATION GUIDE

Duke-In Semester Programs

COMPLETE APPLICATION IN MYGLOBALED

- Search for your program on MyGlobalEd (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 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.”

RECEIVE ADMISSIONS DECISION FROM GEO

- You will receive an email from GEO with an admissions decision. Timing on the admissions decision will vary program to program.
- 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- If you decide not to participate, change your status in MyGlobalEd to “Withdrawn.”
- Pay a non-refundable **\$1,000 deposit** to GEO via eCheck or paper check within 3 weeks of acceptance. If you receive financial aid, submit the Deposit Waiver Form in lieu of the deposit.
- Once your deposit is submitted, your status will change to “Enrolled” in MyGlobalEd.

GET PLACED ON STUDY AWAY AGREEMENT

- ITEM 1: Complete and sign the **Participation Agreement** with your parent/guardian. It is available for download from MyGlobalEd. Check the form for the exact deadline, normally early November (Spring) or mid-April (Fall).
- ITEM 2: Submit the **Duke Travel Registry** at travel.duke.edu. List deborah.kearney@duke.edu as your Duke contact and select “Global Education Office” as the Duke Department. It’s okay to guess/estimate some of your responses. You can go back in and provide full information later.
- ITEM 3: Complete the **online pre-departure orientation module** in MyGlobalEd. This will take approximately 30-45 minutes.
- Once these three items are complete, you will see “REG-100 Study Away” and/or specific Duke study away courses appear on DukeHub to indicate that you are on Study Away Agreement.
- Also complete any program-specific forms that appear in MyGlobalEd by the stated deadlines.

DUKE-IN SEMESTER APPLICATION DEADLINES

Spring: October 1

Fall: March 1

Check globaled.duke.edu for exceptions and extensions.

APPLICATION LIMIT

Max of three programs per semester. Both Duke-In and Duke-Approved programs count towards the limit.

Need a backup plan in case you decide not to study away?

You CANNOT apply for housing at Duke if you have an active application in MyGlobalEd.

You CAN register for courses on campus. You will be automatically dropped from these courses once you are placed on Study Away Agreement (see below).

What is Study Away Agreement?

Study away agreement holds your place and standing at Duke while you study away. It’s vital for billing, financial aid, and course registration.

Don’t delay completing items 1-3!

STUDY AWAY PRE-DEPARTURE GUIDE

Duke-In Semester Programs

SECURE APPROVAL FOR TRANSFER CREDITS

FOR PROGRAMS ON THE HYBRID CREDIT MODEL

This step only applies if you are attending one of the following programs, for which you will earn transfer credit for some courses:

- Duke in Glasgow
- Duke in Berlin (Spring)
- Duke in France
- Duke in Madrid

1. Check the **GEO Approved Course Database** (courses.globaled.duke.edu) to see which courses are already approved.
2. If all the courses you plan to take are in the database, no further action is required.
3. If courses don't appear in database, obtain the syllabus from the host institution, and send via email to Cathy Penny (cathy.penny@duke.edu). Include the corresponding Duke department where you'd like to receive credit.
4. It is best to secure approval prior to your semester away, but some institutions are not able to provide syllabi until classes begin. In that case, send your requests to Cathy ASAP after classes start, and before your host institution's add/drop deadline.
5. If you think a course you will take meets the criteria to receive the **FL Mode of Inquiry code**, make sure you understand the instructions here: trinity.duke.edu/undergraduate/academic-policies/transfer-credit (scroll down to Step 6). Complete this process in the semester you return to campus before the add/drop deadline. Make sure you save all of your work from the language course.

PASSPORT & VISA

- If you don't have a passport, apply for one immediately at 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.
- If you need a student visa for your destination country, your program will provide instructions. **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!

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.

PLANE TICKETS

- You are responsible for making your own travel arrangements; there are no group flights.
- 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.**

BILLING & PAYMENT

- Once you are placed on Study Away Agreement, you will be billed for Duke tuition plus the program fee via the Bursar Office, which can be viewed on DukeHub.
- Bills are due according to the regular Duke semester billing schedule, and the same payment methods are available: finance.duke.edu/bursar
- If you receive financial aid, find more info here: financialaid.duke.edu/current-undergraduates/study-abroad

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). The Clinic may not be able to accommodate you later in the semester.

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.