Summer Study Abroad
Student Guidelines

NOTE: All application steps must be completed. Please submit all materials to the Duke Global Education Office for Undergraduates.

1. On-line application: globaled.duke.edu (click on the ‘MyGlobalEd’ link)
2. Official transcript(s) from all colleges and universities attended; first-year students should wait for fall semester grades to be posted
3. One-page personal statement explaining why you want to participate in the program
4. Faculty letter of recommendation (note: a few summer programs may waive this item; see program website for details)

FRESHMEN: Must successfully complete a First-Year Seminar (Trinity students only) and Writing 101 to participate in summer study abroad programs.

DEADLINES

☐ All application materials for Duke administered summer programs must be submitted to the Global Education Office (GEO). Rolling admissions for most Duke-in summer programs through February 1, with applications considered on a space available basis thereafter. For Duke in Geneva the application due date will be the same as above, but applications will only be reviewed by summer program directors after the deadline. Please note that standard rolling admissions guidelines may be adjusted based on particular program needs.

☐ Summer scholarship application to GEO (Duke students only): February 1. Available as a separate online application.

☐ Participation Agreement: Due two weeks after notification of acceptance to the Duke summer program. Submitting the completed and signed packet of forms will confirm your space on the summer program. Please remember that by signing these forms with one of your parents/guardians, you are committing yourself to participating on the program and that you will be held responsible for paying cancellation fees if you withdraw from the program after the cancellation of participation deadline. (See below for details.)

☐ Cancellation of Participation for Duke-administered summer programs: Date by which you must withdraw from confirmed/deposited participation to avoid having to pay a cancellation fee: March 31. Students who withdraw their applications from a Duke summer program after the deadline will be charged a cancellation fee of either $1,500 for a one-credit Duke summer program or $2,000 for a two-credit Duke summer program. The cancellation fee is not refundable.

☐ Final payment balance to Bursar: Please see the bursar’s bill for summer sessions for the payment amount and due date. Please note that bills are available electronically on ACES. You will receive a billing notification by email. You will not receive a paper bill. Information about Duke’s billing procedures is also available on the web: http://finance.duke.edu/bursar/Billing/index.php.

☐ International Student Identity Card (ISIC), if required by program. Students can order their ISIC cards online by going to www.myisic.com to set up a login and password and then follow
the instructions for ordering and paying for a new ISIC card. If you wish to obtain an ISIC, please order one well in advance of the program start date. Once the ordering process is completed, students should receive their ISIC in the mail in 4 to 15 days via U.S. postal service. The cost that STA Travels charges students for the ISIC card is $25 (additional shipping fees may apply).

☐ Duke International Travel Registry: All students enrolled in a Duke summer program must register with Duke University’s international travel registry by completing the GEO online travel questionnaire in the students’ online application, ‘MyGlobalEd’. This online registry is to ensure full and immediate coverage for student emergencies by the company International SOS. The International SOS coverage is for emergency purposes only; it is not health insurance. Duke University continues to require all students attending our programs to maintain health insurance coverage that covers them while abroad. For more details, see: global.duke.edu/admin/travelpolicy.

☐ Additional requirements as indicated by individual directors prior to departure.

SUMMER SCHOLARSHIPS

Scholarships available to Duke students for Duke-administered summer programs include:

- Stephenson Pope Babcock Scholarships – for current financial aid recipients.
- APSI Scholarships – for Duke in China summer program applicants only. More details and contact information can be found at http://web.duke.edu/apsi/funding/chinagrant.html
- Mac Anderson Foreign Language Scholarships – merit-based, for foreign language programs: Berlin, Brazil, China, Costa Rica, Montreal, Paris, Russia, and both Spain summer programs.

Students may only receive one of these scholarships per summer; preference is given to those who have not previously received a scholarship. Only completed scholarship applications will be accepted and eligible for review. Please note that seniors are ineligible for any of the above summer scholarship if: 1) they are graduating in the December or May prior to the summer study abroad program; or 2) they have fulfilled all graduation requirements at Duke prior to the fall term directly following the summer program.

FINANCIAL AID

Financial Aid applies only to Duke students currently receiving need-based financial aid on DUKE-ADMINISTERED summer programs:

- Be sure to read the information on the GEO website regarding summer financial aid, especially with regard to GEO’s policies on withdrawal and refunds for financial aid students: globaled.duke.edu/for_students/Finances/Financial_Aid_Scholarships

Change of summer plans? Please notify your summer faculty director & GEO immediately if you must withdraw your application.

Questions? Call 919-684-2174 or e-mail the GEO at globaled@duke.edu.

All summer forms available as part of the online application "MyGlobalEd" at http://globaled.duke.edu