START AN APPLICATION IN MYGLOBALED

1. Search for your program on my.globaled.duke.edu and click “apply.”
2. 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.
3. 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.
4. Write and submit a personal statement. Read the instructions carefully, including the linked pdf document with program-specific prompts.
5. Submit an official transcript to globaled@duke.edu via DukeHub.
6. 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

1. 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

1. You will receive an email with an admissions decision from GEO.
2. Your status will also change in MyGlobalEd from “Pending Review” to “Accepted,” “Waitlist,” or “Denied.”
3. 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.
4. If waitlisted or denied, you can apply to other programs, and GEO advisors can help you.

IF ACCEPTED, NEXT STEPS

1. Read your acceptance letter carefully.
2. Notify GEO of your intent to participate by changing your status in MyGlobalEd to “Committed.”
3. If you decide not to participate, change your status in MyGlobalEd to “Withdrawn.”
4. Submit the Participation Agreement signed by you and a parent/guardian within two weeks of acceptance.
5. Your status in MyGlobalEd will then change from “Committed” to “Enrolled.”
6. You may withdraw from a summer program with no financial penalty until March 31. After March 31, you will be charged a cancellation fee of $1500 for a one-credit program or $2000 for a two-credit program.

COMPLETE POST-ACCEPTANCE FORMS ON MYGLOBALED

- **Medical Disclosure Form:** Please answer these questions as thoroughly as possible. This helps us help you have a successful summer away.
- **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.
- **Travel Itinerary:** Once you have your flights confirmed, fill this out so your program director knows when you’ll arrive.
- **Program-specific forms:** Complete and submit any additional forms by the stated deadlines.
Pre-Departure Guide: 
Duke-Administered Summer Programs

PASSPORT AND VISA
- If you don’t have a passport, apply for one immediately at travel.state.gov/content/passports/en/passports.html. If you do have one, 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!

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.

BILLING AND 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
- If you receive financial aid, find more info here: financialaid.duke.edu/current-undergraduates/study-abroad

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

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.

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.

PLANE TICKETS
- For most programs, 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.