Application Guide:
Duke-Approved Semester Programs

COMPLETE 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. There is **no set deadline for this application**, but you should fill it out well ahead of the program application deadline.

MyGlobalEd Application Limit

Max of **three** programs per semester, including Duke-Administered and Duke-Approved programs.

ADMISSIONS DECISION FROM GEO?

1. GEO is not involved in the admissions process for approved programs and will not send admissions decisions.

COMPLETE APPLICATION FOR APPROVED PROGRAM

1. Apply directly to the program or host institution via their website (or submit paper forms as required)..
2. Deadlines will vary, so pay attention to your program or institution-specific deadline.
3. The application may require approval from your GEO advisor. Dean's and Conduct checks must be complete before your advisor can approve you

ADMISSIONS DECISION FROM PROGRAM

1. Timing will vary depending on the program/institution
2. Wait for an email or notification in application system from your program/institution.
3. If waitlisted or denied, you can apply to other programs, and GEO advisors can help you.

Need a backup plan if you decide not to study abroad?

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 your study away agreement is complete (see below).

IF ACCEPTED, NEXT STEPS AT DUKE

1. Once you are sure that you will participate on a program, submit the Participation Agreement to GEO. This must be signed by both you and a parent/guardian. Check the form for the exact deadline, normally early November (Spring) or mid-April (Fall).
2. After you've submitted this, your status in MyGlobalEd will change from "Pending" to "Enrolled." **Then, continue to steps 1-3 below.**

IF ACCEPTED, NEXT STEPS FOR PROGRAM/INSTITUTION

1. Notify your program or institution that you intend to participate. This may include paying a deposit.
2. Pay attention to important forms and deadlines such as housing applications, course registration, visa instructions, etc.

GET PLACED ON STUDY AWAY AGREEMENT AT DUKE

1. Complete the online pre-departure orientation module. This will take approximately 30-45 minutes.
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 edit your registry with full information later.
3. Once these two items are complete, you will see "REG-100 Study Away" appear on DukeHub to indicate that you are on study away agreement.

Do not delay in submitting items 1 & 2. Getting placed on study away agreement is vital for billing, financial aid, and course registration.

Pre-Departure Guide:
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SECURE APPROVAL FOR TRANSFER CREDITS

1. Check the course approval 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, you are all set.
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 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.
- If you need a student visa for your destination country, your program will provide instructions which you should follow carefully. 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!

BILLING AND PAYMENT

- Once you are on study away agreement, you will be billed by Duke via the Bursar's Office for the Duke study abroad fee, which is $4,580. Bills are due according to the regular Duke semester billing schedule, and the same payment methods are available: finance.duke.edu/bursar
- Besides the study abroad fee, Duke is not involved in billing or payment for Duke approved programs. You will be billed directly by your program/institution for tuition and fees. Pay attention to payment deadlines which will vary.
- If you receive financial aid, find more info here: financialaid.duke.edu/current-undergraduates/study-abroad

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

- Check with your program to see if there is a group flight or if you should make your own travel arrangements.
- 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.