



Summer Study Abroad 2008 Student Guidelines

NOTE: All application steps must be completed.

**PLEASE SUBMIT ALL
MATERIALS TO THE
OFFICE OF STUDY
ABROAD (OSA)**

1. On-line application <http://studyabroad.duke.edu/forms.html>
(After you hit the FINAL SUBMIT BUTTON, the form will download to our office.)
2. Signed authorization/consent form (access from Forms page: <http://studyabroad.duke.edu/forms/summerauthconsent.pdf>)
3. Official transcript
4. Personal statement, no longer than one page, explaining why you would like to participate in the program, submitted electronically to abroad@aes.duke.edu or via the on-line application upload procedure.
5. Faculty letter of recommendation (submitted electronically to abroad@aes.duke.edu)

FRESHMEN:

Must successfully complete Writing 20 and Freshman Seminar to participate in summer study abroad programs

SOPHOMORES:

Must declare major prior to Pre-Major deadline to participate in summer study abroad programs



DEADLINES



- All application material for Duke administered summer programs to the OSA**
Rolling admissions for most Duke-in summer programs through **Wednesday, February 6, 2008**, with applications considered on a space available basis thereafter. For the following Duke summer programs: Duke in China, Duke in Geneva, Duke in Oxford, and Duke in Paris, the application due date will be the same as above, February 6th, but applications will only be reviewed after the deadline.
- Summer Financial Aid application to OSA (Duke students only)**
Wednesday, February 6, 2008. This form is located at: <http://studyabroad.duke.edu/forms/summerfinaid.pdf>
- Summer scholarship application material to OSA (Duke students only)**
Wednesday, February 6, 2008. Please go to <http://studyabroad.duke.edu/forms-summer.html>
- Commitment to Participate form (replacing \$1,000 deposit) to OSA**
Due three weeks after notification of acceptance to the Duke summer program. Submitting the completed and signed form will confirm your space on the summer program. ***Please remember that by signing this form with one of your parents/ guardians, you are committing yourself to participating on the program and that you will be held responsible for paying any and all cancellation or nonrecoverable program fees if you withdraw from the program.***
- Cancellation of Participation for Duke-administered summer programs**
Date by which you must withdraw from confirmed/deposited participation to receive a refund of tuition and unused program fees: March 30, 2008 (Duke in Australia); Friday, April 18, 2008: all other Duke-administered summer programs. Students who withdraw after the cancellation of participation deadline for their program 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.
- Final payment balance to Bursar:** Please see bursar's bill for summer sessions
- International Student Identity Card (ISIC) number to OSA** Before departure.
Go to <http://studyabroad.duke.edu/forms/packetisic.pdf> for the application form
- Additional requirements as indicated by individual directors** Before departure

* Please note that standard rolling admissions guidelines may be adjusted based on particular program needs.



SUMMER SCHOLARSHIPS



Scholarships available to Duke students for **DUKE-ADMINISTERED** summer programs include:
(forms available at <http://studyabroad.duke.edu/forms-summer.html>)

- [Stephenson Pope Babcock Scholarships](#) – for current financial aid recipients applying to selected summer programs (see list of programs on the scholarship application form); preference will be given to those students who plan to study in *Australia or Latin America*.
- APSI Scholarships – for China program applicants only (contact APSI, the Asian Pacific Studies Institute, at 919-684-2604 for an application); limited funding available. See <http://www.duke.edu/APSI/grants/undergrads.html> for more information.
- [Mac Anderson Foreign Language Scholarships](#) – merit-based, for programs taught entirely in a foreign language (Berlin*, Brazil, China, Mexico, Paris, Russia & Spain)
- 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. Seniors graduating in December 2007 or May 2008 are not eligible for a summer scholarship.

** To qualify for a Mac Anderson Scholarship, Berlin students must take 2 courses taught in German.*

FINANCIAL AID

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

- Submit 1-page summer financial aid form to OSA. This form is available on the OSA website: please go to <http://studyabroad.duke.edu/forms/summerfinaid.pdf>. Be sure to read the accompanying instructions carefully, especially with regard to OSA's policies on withdrawal and refunds for financial aid students.
- Financial aid advance form. If you apply for and receive a summer financial aid award, you can request an advance of your summer aid to pay for pre-program expenses, such as airfare, visa fees, immunizations, etc. To request this advance please fill out the financial aid advance form.

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

Evaluations – [Program evaluations](#) & course evaluations are required by Trinity College. Complete & return to OSA.

Administrative questions? – Call 919-684-2174 or e-mail: Office of Study Abroad, abroad@aes.duke.edu or contact:

Joy Searles, Staff Assistant for Programs, joy.searles@duke.edu

Kimberly Kuhn, Staff Assistant for Programs, kimberly.kuhn@duke.edu

For all summer forms, visit: <http://studyabroad.duke.edu/forms summer.html>