

## 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 <http://global.duke.edu/geo> (click on the “MyGlobalEd” link)
2. Summer ‘Authorization and Consent’ form
3. Official transcript(s) from all colleges and universities attended. First-year students should wait for fall semester grades to be posted.
4. One-page personal statement explaining why you want to participate in the program
5. Faculty letter of recommendation

<b>FRESHMEN:</b>	<b>Must successfully complete Writing 20 and Freshman Seminar to participate in summer study abroad programs</b>
<b>SOPHOMORES:</b>	<b>Must declare major prior to Pre-Major deadline to participate in summer study abroad programs</b>

### DEADLINES

- All application materials for Duke administered summer programs to the Global Education Office (GEO-U).** Rolling admissions for most Duke-in summer programs through **February 1**, with applications considered on a space available basis thereafter. For Duke in China and 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 Financial Aid application to GEO-U (Duke students only): As soon as possible after applying.** Students will need to complete a brief online financial aid questionnaire available as part of the online application.
- Summer scholarship application to GEO-U (Duke students only): February 1.** Available as part of the online application.
- ‘Commitment to Participate’ form to GEO-U:** 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 cancellation fees if you withdraw from the program after the cancellation of participation deadline. (see below)
- 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 30**. 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 bursar’s bill for summer sessions for payment amount and due date.
- International Student Identity Card (ISIC),** if required by program: Select Duke summer programs require the ISIC. Please check with the GEO-U for more details or contact the program director. If required, students can obtain their ISIC by going to the University Registrar's Office, in Bay 9 on the second floor of the Smith Warehouse, and submitting an ISIC application form and a \$22 payment.

- ❑ **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-U online travel questionnaire in the students' online application, My Global Ed'. 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 <https://eruditio.aas.duke.edu/international/insurancepolicy.php>).
- ❑ **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://www.duke.edu/APSI/grants/undergrads.html>.
- **Mac Anderson Foreign Language Scholarships** – merit-based, for programs taught entirely in a foreign language (Berlin, China, Paris, Russia & 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 either 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

- Students will need to complete a brief online financial aid questionnaire available as part of the online application.
- Be sure to read the information on the GEO-U website regarding summer financial aid, especially with regard to GEO-U's policies on withdrawal and refunds for financial aid students:  
[http://studyabroad.duke.edu/home/Resources/Finances/Financial\\_Aid\\_Scholarships](http://studyabroad.duke.edu/home/Resources/Finances/Financial_Aid_Scholarships)

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

**Questions?** Call 919-684-2174 or e-mail the GEO-U at [globaled@duke.edu](mailto:globaled@duke.edu).

All summer forms available as part of the online application "MyGlobalEd" at  
<http://global.duke.edu/geo>