

# Semester Study Abroad at Duke

## A Step-by-Step Guide

The following instructions have been prepared by the Global Education Office for Undergraduates (GEO-U) in order to make the study abroad process a little easier for you to understand and complete properly. Please read this carefully and don't hesitate to get in touch with the GEO-U if you have any further questions.

### **STEP 1: PLAN FOR THE EXPERIENCE**

Discuss your study abroad plan with a global advisor, pre-major or major advisor. Research the options and determine how they fit into your academic plan at Duke. Choose the program that best complements or contributes to your plan. Consider, too, other factors that may be affected by your decision: course sequencing, housing when you return, etc. For instance, if you study abroad during the fall semester, your housing when you return in the spring may not be your first choice.

### **STEP 2: APPLY TO STUDY ABROAD**

Be sure your application is submitted to the program(s) on or before the published deadline. All students, **regardless of program type**, must complete the Duke on-line application. To apply, go to the GEO-U website <http://global.duke.edu/geo>. Click on **MyGlobalEd** and get started!

- If you are applying to a **Duke-administered program** (Duke in Berlin, Duke in Madrid, etc.) you do not need to complete an additional application. The Duke on-line application is the program application. Be sure to complete all items in your checklist and comply with follow-up requests.
- For **non-Duke-approved programs** (see approved list on our website- <http://studyabroad.duke.edu/home/Programs>), you will need to complete the Duke on-line application as well as an application for that particular program. Check the program websites for individual application forms.
- If your programs require **ANY FORMS** to be signed by advisors at Duke, please bring them directly to the GEO-U. We will take care of the signatures and forms for you. Do NOT give study abroad advisor forms to your academic deans or academic advisors for signatures, although you should certainly discuss plans with them.

### **STEP 3: LOG IN FREQUENTLY TO MYGLOBALED**

After you've started an application, your applicant homepage is created. Login frequently using the "Duke Log In" link on **MyGlobalEd** to check your application status. You will receive automated email reminders which will direct you to any incomplete items.

### **STEP 4: STUDY ABROAD FORMS**

You can start to review forms before you have been accepted into your program, but do not submit the forms until you have been accepted. Our advice is to start it *as soon as possible*, so that you are not rushing at the last minute to get everything done. **Everyone studying abroad on any semester program must fill out these forms.** All forms have due dates printed on them. Forms are available to download on the on-line application. *Make sure to submit all of your forms on time or you might jeopardize your chances of going abroad.* You will not be put on study agreement in the Duke system until you complete the following:

- **Form A: Statement of Authorization and Consent -- BOTH YOU AND YOUR PARENT/GUARDIAN MUST SIGN THIS FORM!!** This form includes information about your insurance and the study abroad fee and must be filled out completely. Please give this form to your parent/guardian ASAP so that the process won't be delayed.
- **Form B: Study Abroad Transfer Credit, Policies and Procedures** – See details in Step 5
- **Form C: Final Request for Study Abroad Status at Duke** -- Fill this out when you have been accepted to a program and have definitely decided to participate. Fill out completely and sign both sides. **The Director of Undergraduate Studies (DUS) or your advisor in your major must also sign this form.** A list of DUS's can be found at <http://trinity.duke.edu/people?subpage=dus> for Trinity and <http://www.pratt.duke.edu/undergraduates/policies.php#21> for Pratt.

### **STEP 5: THE COURSE APPROVAL AND TRANSFER CREDIT PROCESS**

*This step applies to students attending non-Duke-approved programs as well as those "Duke-in" programs for which you will earn transfer credit for some courses (Duke in Glasgow, Duke in Berlin [spring], and Duke in France).*

You need to be sure you will receive credit for each course you plan to take abroad. Many courses that have been taken by students in the past have been previously approved by the appropriate departments at Duke. Check the Course Approval Database on our website ([http://studyabroad.duke.edu/home/Resources/Academics/Course\\_Equivalencies/Course\\_Approval\\_Database](http://studyabroad.duke.edu/home/Resources/Academics/Course_Equivalencies/Course_Approval_Database)) while you are making your selections. If all of your choices appear in this database, there is nothing else you need to do but to successfully complete a full load of courses abroad and make a C- or better for each course. If you wish to take a course that has not already been approved, you need to contact Cathy Penny ([cathy.penny@duke.edu](mailto:cathy.penny@duke.edu)) in the GEO-U for assistance in having that course approved. You should get your courses approved before you go abroad as you will only receive credit for courses that have been approved. If you think a course you took (or will take) abroad meets the criteria to receive the FL Mode of Inquiry code, you will need to follow the instructions on-line (<http://trinity.duke.edu/academic-requirements?p=transfer-credit>). If information on courses is not available before you leave or if you change courses and you are not sure that the new courses are approved, fax or e-mail [cathy.penny@duke.edu](mailto:cathy.penny@duke.edu) immediately. This will save you from spending a whole semester in a course and not getting credit for it.

Be sure to request that an official program transcript **be sent to the GEO-U** at the end of your study abroad experience. You should also be sure that all of the courses that will appear on this transcript are in the Course Approval Database or that Course Approval Forms have been submitted and approved, or you risk not getting all of the credit you deserve. It is your responsibility to follow up on this.

### **STEP 6: REGISTER**

If you have been accepted into a study abroad program before registration for the next semester at Duke occurs, you may skip this step. If it is time to register for the next semester and you have not yet heard from your program of choice, please register for courses on campus. Once you do receive an acceptance it is easy to drop these courses. *The same is true for housing and meal plans.* It is easier to undo these things than to try and pick them up later.

### **STEP 7: TRAVEL DOCUMENTS**

If you do not yet have a **passport**, apply for one immediately. If you do have one, check to make sure that it is valid for at least 6 months after your program ends. **If you will be participating in a program which requires immunizations, especially in undeveloped countries, please make an appointment early at the Travel Clinic (681-WELL located in Student Health Center (<http://www.studentaffairs.duke.edu/studenthealth>)).** They may not be able to accommodate you toward the end of the semester. If you need a **student visa** for your destination country, start the process early and follow the directions carefully. Careful passport/visa planning should be made by those traveling to multiple destinations. Once you have your passport, student visa (if required), immunizations, and other travel essentials such as air tickets and insurance, then you are ready to depart. Be sure to make copies of all of your important documents to take with you and to leave at home.

### **STEP 8: THE DUKE ABROAD HANDBOOK**

Be sure to read this before you go and bring it along with you. This handbook has important information about policies and procedures you will need to know to successfully complete your study abroad program. Your parents/guardians will also receive a copy. The latest version is available on-line at [http://studyabroad.duke.edu/home/Studying\\_Abroad/Forms\\_Publications](http://studyabroad.duke.edu/home/Studying_Abroad/Forms_Publications).

### **STEP 9: COMPLETE THE PROGRAM AND COURSE EVALUATIONS**

At the end of your program, complete the course and program evaluations. More information can be found at [http://studyabroad.duke.edu/home/Studying\\_Abroad/Returning\\_from\\_Abroad/Program\\_Evaluation](http://studyabroad.duke.edu/home/Studying_Abroad/Returning_from_Abroad/Program_Evaluation). You will receive an e-mail with a personalized link to complete the evaluation. Failure to complete the evaluation will result in a Registration Block in further semesters.

### **STEP 10: INTEGRATE YOUR EXPERIENCE INTO LIFE BACK AT DUKE**

Become an advocate for study abroad! Join the GEO-U Student Committee, take classes relevant to your host country, apply for a Dean's summer fellowship to do follow up research on a topic that intrigued you while abroad, write articles, and submit a postcard at <http://studyabroad.duke.edu/media/home>. Don't forget to mention your experience on your résumé and in job interviews.

**Good luck! If you have any other questions, feel free to contact us.**



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