

Semester Study Abroad at Duke: A Step-by-Step Guide



The following instructions have been prepared by the Office of Study Abroad (OSA) in order to make the study abroad process a little easier for you to understand and complete properly. Please read this carefully, and if you have any questions that are not answered here, don't hesitate to ask someone.

STEP 1: *Plan for the Experience*

Discuss your plans to study abroad with your pre-major and major advisors. 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 a fall semester it may be that your housing when you return in the spring is not your first choice. Plan to take the pre-departure and re-entry courses (ICS 195 and ICS 196) to help prepare you for the experience, and to integrate the experience into your return to Duke.

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. You only need to submit one on-line application per academic year. If plans change or you need to add programs or terms, please complete an update form. The on-line application and update forms may be found at <http://studyabroad.duke.edu/forms.html>. Remember to type your name at the end of the application. That is the part that sends the application to the Office of Study Abroad.

- If you are applying to a Duke-in 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 comply with follow-up requests.
- For Duke-approved programs (see approved lists either in the Office of Study Abroad or on the website), you will need to fill out the Duke on-line application **as well as** an application for that particular program. Many approved program applications are available in the Reference Room at 2016 Campus Drive as well as on the program web sites.
- If your programs require **ANY FORMS** to be signed by advisors at Duke, please bring them directly to the Office of Study Abroad. 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: *Follow additional application instructions that you may receive via email*

After you have completed the on-line portion of the study abroad application, you will receive an automated email, based on your application, that will direct you to any additional forms that are needed. Many of these forms can be downloaded from the OSA web site.

STEP 4: *Study Abroad Packet*

You should start this step before you have been accepted into your program, but do not submit the packet 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 must fill out these forms.** All forms have due dates printed on the front of the packet. Forms are available at 2016 Campus Drive, or on our web site. *Make sure you turn in all of your forms on time, or you might jeopardize your chances of going abroad.* Along with the forms for the OSA, the Study Abroad Packet has a checklist on the first page that you will need to follow. 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 OR GUARDIAN MUST SIGN THIS FORM!!** This form includes information about your insurance and the study abroad fee and must be filled out completely. Please get this form to your parent or guardian ASAP so that the process won't be delayed.
- **Form B: Study Abroad Transfer Credit, Policies and Procedures --** Sign this if you are going on a Duke-approved non-Duke program or Duke in Berlin (spring semester), Duke in France, or Duke in Glasgow. *You must sign this form if you want to get credit for your study abroad program.* Instructions are on the form.
- **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 DUS or your advisor in your major must also sign this form.*** A list of Directors of Undergraduate Studies can be found at <http://t-reqs.trinity.duke.edu/dus.html> for Trinity and <http://www.pratt.duke.edu/undergraduates/policies.php#21> for Pratt.

STEP 5: *The Course Approval and Transfer Process*

This step applies to students attending Duke Direct, Exchange, and Duke-approved programs as well as those "Duke-in" programs on which you will earn transfer credit for some courses (Duke in Glasgow, Duke in Berlin, 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 approved by the appropriate departments at Duke. Check the database of approved courses on our web site, 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. If you wish to take a course that has not already been approved, you need to contact Cathy Penny in the OSA for assistance in having that course approved. If you wish to get courses approved for Linguistics, you must submit a request for approval directly to the department. 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 Modes of Inquiry codes, you will need to follow the instructions on-line (http://t-reqs.trinity.duke.edu/documents/TransferModesofInquiryForm_003.pdf). If information on courses is not available before you leave, or if you change courses and you are not sure that these courses are approved, fax or e-mail cpenny@aes.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 Office of Study Abroad 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 Database of Approved Courses 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 rolls around, you may skip this step. If it comes time to register and you have not yet heard from your program of choice, register for courses on campus. Once you do receive an acceptance it is easy to drop all of your on campus 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 will be participating in a program for which immunizations are required, especially in non-Western countries, please make an appointment in the Travel Clinic --681-WELL (9355)--located in Student Health Center (<http://healthydevil.studentaffairs.duke.edu/>), early.** They may not be able to accommodate you toward the end of the semester. It is **mandatory** that you purchase an **International Student ID card (ISIC)**. ISIC are available in the Student Service Center, in the Allen Building; the cost is \$22. If the ISIC is obtained anywhere other than the Student Service Center **you must give a copy of it to the Office of Study Abroad**. Once you have your passport, student visa (if required), health insurance and ISIC, 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 will also receive a copy. The latest version is available on-line at <http://studyabroad.duke.edu/forms-semester.html>.

STEP 9: *Complete the Course and Program Evaluations*

At the end of your program, be sure to complete the course and program evaluations. The on-line program evaluation can be found at <http://studyabroad.duke.edu/forms-semester.html>. The evaluation will either be mailed to you or a link to an on-line version will be provided.

STEP 10: *Integrate your experience into your life back at Duke University*

Join the Student Study Abroad Committee (<http://studyabroad.duke.edu/ssac.html>), take classes relevant to your host country, take ICS 196 Coming Home, write articles, submit a postcard at <http://studyabroad.duke.edu/yosa/postcards/>.

Good luck, and if you have any other questions, feel free to contact us.

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