Instructions on how to apply electronically to:

- **Summer College for High School Students** (U.S. Students or International Students)
- **Summer Academy for High School Students** (U.S. Students or International Students)

Click on the green buttons on the **Summer College** and **Summer Academy** landing pages to get to this introductory screen.

Note the nonrefundable fee for each application. The cost is $50 for Summer Academy and Summer College for High School U.S. students (pictured here); the cost is $100 for Summer College for High School International students (which will display if you select that application).

Click on the blue “Apply Now” button.

Need technical HELP? Email learnmore@duke.edu or call (919) 684-6259 8:00am – 5:00pm ET.
Then you will see the following screen:

If you have never taken a class from the Duke Continuing Studies and Summer Session office before, you are a new user.* You will also be a Youth Participant.

Enter the email address of your parent or guardian as directed.

Select Participant is under 18 years of age, enter your birthdate, and click on Start Application.

*if you already have a youth participant profile with our office under your email address, the system will prompt you to login as a Current User.
This screen is the new youth participant profile screen.

Please fill out these fields for your student profile:

- Your Last Name (Family Name)
- Your First Name
- Your Gender
- Your Date of Birth
- A Youth email address (if you do not have one of your own, or you do not wish to enter one, please enter that of your parent or guardian)

(continued on next screen)
This screen is the new youth participant profile screen.

Please fill out these additional fields for your student profile:

- Your Parent/Guardian Information
  - First Name
  - Last Name (family name)
  - Parent or Guardian email address
  - Telephone number

(continued on next page)
Please fill out these additional fields for your student profile:

- Enter the Parent/Guardian address

The ethnicity question is optional.

(continued on next page)
Please fill out these additional fields for your student profile:

- Your Grade Level in School (very important!)
- Your Privacy preferences

Then click on the blue Continue Checkout button.
Now you are in the Student Portal.

Click on **Start** to proceed to the Summer College Application for US Students.

The process is the same for Summer Academy or Summer College for International Students applications.

Note the “**My Applications**” link at the left. This way, you can start your application, save your information, and login again later as a **current user** to our Student Portal to continue working on it.
This is a screenshot of the Summer College application.

At the top, each page is listed so that you can navigate through the pages.

As you complete each page and save your responses, the status will change from “incomplete” to “complete.”

Page/Section 9 is optional so that you can upload supporting documentation if you like.
These buttons are at the bottom of each page of the application so that you can Save the Page you are working on, Save and Finish Later, or navigate pages.
When you reach the last page (Page/Section 9) where you have the option to upload files, click on the **Save This Page** button and then click on **Submit Application**.

When you click on the **Submit Application** button and all other pages are complete, your application fee will be added to your cart so that you can pay it by online by credit card through our secure online system.

After you have paid the application fee, your application status will be “**Submitted**.”

If our program staff have any questions, they will follow up with you.
Click on the on link that says:

Click here to check out

You will be guided to pay your application fee by credit card. You will be asked to login again—this time as a current user—with your system username (in this example it is X020375) and password.

Need MORE HELP?

For technical assistance with applying, email learnmore@duke.edu or call (919) 684-6259 8:00am – 5:00pm ET

For programmatic questions, email:
• summercollege@duke.edu
• summeracademy@duke.edu