1. From the Honors Institute questionnaire/application page, click on the red “Apply Now” button.

Need technical HELP? Email learnmore@duke.edu or call (919) 684-6259 8:00am – 5:00pm ET
2. Because you are under 18 years old, you are a Youth Participant. Please select **New Youth Program Participant**.

Note: As a youth program participant, you will need to have the email address, phone number, and address in your profile be that of your parent or guardian.

3. Click on **Start Application**.

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4. Please enter Your Last Name (Family Name), First Name, and Middle Name if applicable, gender, grade in school, the school name, city, state or province.

Your Grade Level is very important.

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5. Please enter the parent and Guardian information as shown.

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5. Enter contact preferences and then click on Continue Checkout.

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6. You have successfully created a profile in our system, you should receive an email with your username and system-generated password, and you should see your application. Click on View Details to Start the Application process (there is no fee with this application).

7. This application has several pages of information. Even though some of the information may duplicate what you filled out for the student profile, we want to be sure to have all the relevant information for our students. We thank you for your cooperation.

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Enter course number and section number

Click on Start button
8. When you are finished, please click on a **Submit** button to complete the questionnaire.

9. You should see a **status of Submitted**. This is a requirement for registering for the program.

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10. From your place already in the student portal, you can click on “course search” and enter “1932” in the search box to bring up the Honors Institute for Middle School Students course.

11. Click on Search Now.

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12. Though not pictured in this screenshot, please click on Add to Cart to start the checkout process for enrolling in course 1932.

13. Remember that you must be in 6th, 7th, or 8th grade to enroll. You can click on the “My Profile” link on the left menu to verify that you assigned your grade level in your profile if you are not sure you did this initially.

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14. Notice that you have a choice to pay the full amount by credit card (of which $300 is nonrefundable with Visa, Mastercard, or American Express) or you can pay a nonrefundable $300 deposit and pay the remainder later.

15. Click on Continue Checkout.

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16. Login as prompted and select “Current User” because you have already created a profile.

17. Login again with the username and password emailed to your parent or guardian’s account earlier.

18. Click on Continue Checkout and proceed to purchase the course. You will receive a confirmation after you have paid.

If you need help with this questionnaire or with paying online, please contact our Registration Office at 919-684-6259 Monday through Friday, 8:00am – 5:00pm Eastern time. If you have questions about the program, email honorsinstitute@duke.edu.