



The Checklist for Applications

The checklist below will help you be confident that you are submitting a complete application with all supporting documentation.

To apply click on the green “apply” button on the Summer College Online home page. You will be prompted to create an online account and to fill out a multi-page questionnaire. You can start applying, save your work, logout, login again and continue working before submitting the application. You may upload your supporting documents directly to our online application portal, or you may submit them to us via mail, fax, or email. You will be prompted to pay your application fee by credit card online. If you are a member of a group, we request that you use the paper form.

- An essay stating why you are uniquely qualified for this program as well as your interest in the course for which you are applying. Two strong paragraphs are sufficient.
- A resume highlighting your academic and non-academic experiences. Please include any community service or extracurricular activities you have participated in, leadership roles you have held, and awards you have won.
- High school transcript that reflects all grades and a current GPA (an unofficial transcript is acceptable). Home schooled students are required to submit proper documentation.
- Test scores **if available**: PSAT, SAT, ACT, or standardized state tests are acceptable and are often printed on your transcript. However if the test scores are not on your transcript(s), please provide a copy of the score report.
- Teacher Recommendation Form
- For students whose first language is not English, a language proficiency score is required (TOEFL, TOEFL IBT, IELTS or The English for International Students (EIS) assessment in the Duke University Graduate School).
- Payment of application fee (USD \$50)

Duke University Summer Session
Box 90700
8 East Union Drive, 201 Bishop's House (*courier address*)
Duke University, Durham, NC 27708-0700
PH: 919-684-6259 FAX: 919-681-8235

Application Questions?
Email summercollege@duke.edu