

# INTERNATIONAL STUDENTS

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# 1. HOW TO APPLY - applications accepted Feb. 19

1. Complete the [Summer Session Application](#)
2. Pay the \$100 Application Fee
3. Demonstrate English Proficiency
  - If English is not your primary language, you must have these test scores for English as a Foreign Language (TOEFL) :
    - **Minimum score of 100** for the internet-based TOEFL test (IBT), or
    - **Minimum score of 7** in the IELTS, or
    - Students who do not have one of the above test scores may be tested by the English for International Students (EIS) program in the Duke University Graduate School. The preferred score, and indicator of potential success in Duke coursework, is an average score of 4.
4. Submit an academic transcript from your home university.
5. Institutional Endorsement Form submitted by an Academic Dean or other University official, directly to Duke Summer Session.

## 2. REGISTRATION FOR COURSES

- Only **AFTER** your application is complete and we have:
  - Your complete Summer Session application
  - Your application payment of \$100
  - TOEFL or IELTS test score or a result from EIS program at Duke
  - Your academic transcript
  - Your Institutional Endorsement Form
- **THEN we review** your application.
- **IF you are *accepted*, we register** you for your classes.
- We will send you an **email confirmation** of your registration.

### 3. WAIT FOR US TO CONTACT YOU

**PLEASE DO NOT SEND** any of the documents described in the following slides **until we send you an email** telling you to do so.

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***For your information . . .***

If you have general questions about student visas, please consult the [US Department of State Visa Page](#) where you will find links to specific consular locations and other helpful information.

## 4. THE I-20 PROCEDURE

- When your Summer Session registration has been confirmed, we will initiate the I-20 process with Duke Visa Services.
- **We will email you** and tell you to complete **Part II of the Duke Visa Services Webform.**
- Summer Session will email you a link to the **webform** and a **username and password.**

## 5. PROOF OF SUPPORT

Collect proof of financial support.\* You should be able to demonstrate financial resources equal to the amount shown on the *estimated student budget* that will be provided by Summer Session.

\*If you submit a bank statement from an account that is not in your name, the owner of the account must provide a letter of support. For example, if the name on the account is a parent, that parent must provide a letter stating their intention to provide you the amount shown on the estimated student budget.

## 6. WHAT TO MAIL US (slide 1 of 2)

Mail the following documents **TOGETHER** directly to Duke Summer Session- **we strongly recommend that you use FedEx or DHL** (*address on next slide*):

1. Webform signature page.
  - **After electronically submitting** the webform, **print out the signature page and sign in blue ink.**
2. Proof of financial support
3. Sponsorship letter (if financial support funds are not in your name)
4. Copy of passport page showing picture and biographical data

## **6. WHAT TO MAIL US – ADDRESS (slide 2 of 2)**

Summer Session mailing address:

**Duke Summer Session  
Attn: Kim Price  
8 East Campus Dr.  
201 Bishop's House, Box 90700  
Durham, NC 27708**



## 7. ALREADY ATTENDING SCHOOL IN THE US?

If you are already in the US attending a University it is likely that you will not need a new I-20.

- You also do not need to submit proof of English proficiency.
- You will not be required to provide poof of funding.

However, you will be required to:

- Complete the Duke Visa Services Webform
- Mail us the original of the Webform signature page
- Mail us copies of your passport and current I-20 (all pages) or other visa documents, and
- Provide a letter from your home institution's Visa Services Office acknowledging your intention to study at Duke for the summer.

**Please be on the lookout for instructions from our office.**

## 8. WAIT FOR PROCESSING

After we receive your materials, please **allow 2-3 weeks** for Duke Visa Services to process your I-20.

**Your I-20 will be mailed by FedEx or DHL to the address you provide\* on the webform.**

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*\*It is essential that both your email address and physical mailing address are clear and correct. We will be sending vital information to you via email and your I-20 will be sent to the mailing address that YOU provide on the webform.*



## 9. GET YOUR F-1 VISA

After you receive your document, follow the directions provided by Duke Visa Services , pay the SEVIS fee<sup>\*</sup>, and apply for your F-1 visa at the US Consulate or Embassy in your home country.

<http://www.usembassy.gov>

<sup>\*</sup>The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after October 27, 2008, is responsible for paying this fee to SEVP.

## **10. HOUSING AND DINING (slide 1 of 2)**

If you wish to live on campus during your summer term, you will need to apply for housing.

Keep checking the website below. We will also try to email you when Housing information becomes available.

<https://studentaffairs.duke.edu/hdrl/apply-housing/summer-housing>

## 10. HOUSING AND DINING (slide 2 of 2)

When you apply for housing you may be asked to select a Dining plan. This is optional. If you wish to purchase a Dining plan, **we recommend the small plan** since summer dining locations are sometimes limited.

You will also be able to deposit money on your Duke student card for use at campus and some local eateries. This 'flex' money can also be used for campus stores and vending machines.

## 11. GETTING TO DUKE

When making your travel arrangements, please note that the closest airport to Duke is:

- **Raleigh/Durham International Airport (RDU)**

You should arrive no later than May 15 for term 1 and July 1 for term 2 (6-week), or July 9 (4-week).

## 12. YOU'RE HERE! VISIT DUKE VISA SERVICES

Arrive at Duke, get settled and **register at Duke Visa Services IN PERSON** by the end of the third day of class.

They will send you instructions that will help make this process fast and easy.

<http://www.visaservices.duke.edu>



**Enjoy your classes and have a great summer!**

