

## STUDY ABROAD/AWAY CHECKLIST

Global Education Office for Undergraduates, Smith Warehouse, Bay 6, 2nd Floor, 114 S. Buchanan Blvd., Box 90057, Durham, NC 27708, Telephone: 919-684-2174, Fax: 919-684-3083 <http://globaled.duke.edu>

**IMPORTANT:** Students who do not complete and return all forms and complete all required tasks will not be placed on study agreement status at Duke, thus jeopardizing their chance to receive academic credit for their work abroad/away. It is your responsibility to return all completed forms by the stated deadlines. Any items sent to this office through the mail **MUST** include Box 90057 in the address.

### LOGISTICS

- ☒ International Programs: Obtain or renew passport.
- ☒ International Programs: Obtaining a student visa, if necessary, is the student's responsibility. If you plan to spend time abroad in the months prior to studying abroad, please pay careful attention to the logistics and timing required to obtain multiple visas. International students should pay special attention to the requirements of obtaining the visa, which may differ from US nationals. Please familiarize yourself with the procedure as soon as you are admitted to a program.
- ☒ Decide whether you want to keep your Duke P.O. box while abroad/away (mail can be forwarded by request). P.O. box rental charges will remain on your bursar account until you return your key to the post office. To cancel your mailbox at Duke, call 919-684-4104.
- ☐ Arrange for your return to on-campus housing by directly contacting the Housing, Dining and Residence Life (HDRL) Office at [housing@duke.edu](mailto:housing@duke.edu) or 919-684-4304. Note that it is your responsibility to meet notification deadlines issued by the HDRL office. GEO will cancel on your behalf all on-campus housing requests and/or the housing license and dining plan in which you may have enrolled for the semester you will be abroad/away.

### FINANCIAL

- ☐ If you are on financial aid, contact the Karsh Office of Undergraduate Financial Support regarding your plans and information about how financial aid will be disbursed. More specific details may be found at <http://financialaid.duke.edu/current-undergraduates/study-abroad>.

### ACADEMICS

- ☒ Trinity students are not required to declare a major before spending a semester abroad/away; however, students are still required to declare a major in the spring of their sophomore year, which means that students wishing to study abroad/away in the 4th semester must declare their major before they leave. For additional details, Trinity students should see <https://advising.duke.edu/students/second-year/declaring-major> and/or <https://advising.duke.edu/students/second-year/choosing-major>. All Pratt students (except first year students) are required to declare a major prior to semester study abroad/away and should reference <http://pratt.duke.edu/undergrad/students/policies/3494>.
- ☒ If you are not sure you will study abroad/away, you should register for on-campus courses for the semester you plan to go abroad/away. Once you are certain you will be abroad/away, you or the Registrar needs to drop those classes so that others may enroll.
- ☐ For your abroad classes, register for at least one course in the host language if the semester study abroad program you are enrolled in is located in a country where the official host language is other than English.
- ☒ Notify GEO immediately if you are placed on academic or disciplinary probation - your right to study abroad/away for academic credit at Duke will immediately be suspended for the duration of your probationary period, regardless of your acceptance to a study abroad/away program.
- ☐ Take the full, normal credit load (no underload or overload allowed) of any study abroad/away program, Duke-in or Duke approved, and get all courses approved by the DUS in the appropriate department at Duke unless they are already listed in the Approved Course Database <http://courses.globaled.duke.edu>. All courses must be taken for graded credit, not pass/fail, and you must receive a C- or better. Read carefully the policies at <http://globaled.duke.edu/about/forms-policies>. While on a study away program, students are not permitted to participate in online or other off-site coursework.
- ☒ If you have received a conditional waiver to study abroad/away, you must meet all specified conditions in order to be cleared for study abroad/away. Pratt students must have a minimum 3.0 GPA in order to receive conditional approval to study abroad/away, and they must maintain a 3.0 minimum GPA in order to be allowed

to study abroad/away.

- ☒ If you are a senior intending to study abroad/away, you may need to adjust your graduation date if your official study abroad/away transcript is not received and credit transfers are not completed by the appropriate deadlines (contact [gloaled@duke.edu](mailto:gloaled@duke.edu) for details).
- ☒ If you are attending a petitioned program, be sure to bring back to Duke all course materials from the program (syllabi, reading lists, papers, tests, and exams). GEO will email you the required program evaluation letters needed to submit to the appropriate DUS along with your required course work once GEO receives your program transcript.
- ☐ If planning to participate in a Duke approved study abroad program, order one copy of your official non-Duke transcript to be sent to GEO at [GEOTranscripts@duke.edu](mailto:GEOTranscripts@duke.edu) as soon as possible after your program has ended so that credit can be added to your Duke record. Also, order extra copies of your non-Duke transcript to be sent directly to you for any graduate school applications (note that graduate schools will usually request transcripts of any academic work done off campus). GEO cannot copy or give your study abroad transcript to you.

## **STUDENT HEALTH AND SAFETY**

### *International Programs Only*

- ☒ Register with the Duke Travel Registry at <http://travel.duke.edu> (log in using your Duke Net ID), and list [dkearney@duke.edu](mailto:dkearney@duke.edu) in the CC email address field of the Profile section and Global Education Office (GEO/Study Abroad) in the Duke Organization, Institute, or School section so a confirmation email is generated. If your program operates in any countries (including field trips) that appear on the Restricted Regions List located at <https://travel.duke.edu/restricted-regions-list>, you will need to submit a petition for approval to the Global Travel Advisory Committee.
- ☐ Review information about the country or region where you plan to study:
  - \* Talk to people who have visited or lived there, including returned study abroad students. For a list of past participants, go to <http://gloaled.duke.edu/advising/ask-a-student> and log in under the Past Participant Contact Lists link using your Duke NetID.
  - \* Watch for travel advisories issued by the U.S. Department of State: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
  - \* Read travel information, and do background reading on the country you plan to visit.
- ☐ Make an early appointment at the Duke Travel Clinic if you need immunizations.

### *All Programs*

- ☐ While abroad/away and planning for your return to Duke:
  - \* Take your List of Important Addresses with you and reference the Duke *Undergraduate Bulletin* (available online) for registration from abroad/away. Other registration information will be sent to you via email by the Registrar's Office.
  - \* Reference the GEO Semester Handbook available at <https://sites.duke.edu/geostudenthandbook/> as well as information from the Duke Registrar, and, when available, individual program handbooks.

## **OTHER**

- ☐ International Programs: Complete pre-departure survey and the required online pre-departure orientation.
- ☐ All programs, domestic and study abroad: Upon return, complete the online post-program evaluation. The post-program survey is mandatory; Duke students will be blocked from registering for the following semester if they do not submit it.
- ☐ All programs, if offered: Attend Pre-Departure Orientation meeting for your study abroad/away program.