

**Duke**  
UNIVERSITY

Continuing Studies

## Application for Admission

Office of Continuing Studies  
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## Frequently Asked Questions: Undergraduate Coursework through Continuing Studies

The Office of Continuing Studies at Duke University was founded in 1969 as a vehicle for women to enter Trinity College after a hiatus in their educational careers caused by personal or professional reasons. The office quickly expanded to serve men as well as women, at the graduate as well as undergraduate level, for noncredit classes as well as for credit coursework. Assisting students in undertaking undergraduate courses for credit is still a central aspect of the office's operations.

This fact sheet is designed to answer your questions about enrolling at Duke through Continuing Studies.

### Who is eligible to enter Trinity College or the Pratt School of Engineering through Continuing Studies?

The Office of Continuing Studies is targeted to the local, nontraditional student, as defined in four ways:

- potential degree applicants who have not been full-time students at an institution of higher learning for four or more years;
- pre- or post-baccalaureate students who seek one or more courses on a nondegree basis for professional advancement or personal enrichment;
- degree seekers at other institutions who have moved to the Triangle area for work or family reasons and who, with the permission of the home institution, plan to complete their degree from that institution by taking coursework at Duke;
- talented high school seniors at area secondary schools who have exhausted the course offerings in a particular discipline and who are recommended by their principals or guidance counselors for one or more Duke classes.

It is also possible for a junior or senior in good standing at another college or university in the United States in need of specific courses not available at the home institution to apply to complete those courses during a semester at Duke. For more information on this program, please contact Kim Price at the Office of Continuing Studies. International students who are interested in applying for visiting student status should contact the Visiting International Student Program either via e-mail ([abroad@as.duke.edu](mailto:abroad@as.duke.edu)) or telephone (phone: 919-684-2174; fax: 919-684-3083). Visit their website at [http://study-abroad.duke.edu/home/Visiting\\_International\\_Students](http://study-abroad.duke.edu/home/Visiting_International_Students).

### What are the criteria for acceptance into Duke through Continuing Studies?

Because Duke does not have a separate track for its Continuing Studies students—such students are funneled into mainstream classes—all Continuing Education credit students must compete for a space in the classroom. This is accomplished through an application process. The application is strengthened by the following:

- a good past performance in college coursework;
- a strong high school record (not required of college graduates);
- a convincing essay;
- a persuasive letter of recommendation;
- high standardized test scores (optional); and
- strong writing skills.

The overall strength of the complete application is important; it is rare that an applicant with no previous college coursework will be accepted into Duke. (Technical Institute work does not transfer to Duke and is not considered in lieu of college coursework for purposes of admission.) Persons interested in Continuing Studies are encouraged to consult with the Director of Academic Services prior to application in order to get advice about the process.

### How are Continuing Studies students differentiated from “regular” Duke students?

New Continuing Studies students register for courses “at the end of the line.” No Continuing Studies student is eligible for housing or for the full range of financial aid. In most ways, however, Continuing Studies students have the same opportunities as those in degree programs and are able to take advantage of many of the support services of the university, including assistance with academic skills. They are also subject to the same responsibilities as degree students, including the necessity for meeting continuation requirements.

### What financial aid opportunities are available for Continuing Studies students?

Continuing Studies students are not eligible to apply for need-based financial aid from the university or the federal government until they are admitted as degree-seeking candidates.

### How does a Continuing Studies student enter the mainstream?

In order to move from nondegree status into degree candidacy, a student must apply to Trinity College or the Pratt School of Engineering in a separate application process through the Office of Undergraduate Admissions. This process begins only after the student has taken at least 4 Duke classes through Continuing Studies and has achieved a high level of performance in this coursework (usually defined as a 3.3 average). An admissions committee and an academic dean survey the overall record of each candidate, including recommendations, academic performance in high school and college, standardized test scores (when applicable), and professional and personal activities. Application deadlines are listed on the next page.

# Application Instructions

## Application Procedures

The enclosed application for the Continuing Studies program must be filled out completely and returned in the same envelope with all other required materials to:

Duke Continuing Studies  
Attn: Kim Price  
Bishop's House  
Box 90700  
Durham, NC 27708-0700

All applications must arrive complete and ready for evaluation. Incomplete applications cannot be considered.

## Application Deadlines

Fall Term ..... August 1  
Spring Term ..... December 1  
Summer Term I ..... April 15  
Summer Term II ..... June 1

## General Information

Please consult the previous page for information regarding who may enroll as a Continuing Studies student.

The Director of Continuing Studies serves as the Academic Dean for Continuing Studies students. Kim Price, Director of Academic Services, is available for advising before students submit their applications. The Office of Continuing Studies is located on East Campus in the Bishop's House. Call (919) 684-5375 to set up an appointment.

Part-time students will be charged by the course. Full-time continuing education students, those enrolling in four courses, are required to pay full tuition charges.

Students who plan to attend only in the summer should apply directly through the Summer School Office. Continuing Studies applicants who plan to continue their studies at Duke in the fall should apply through the Office of Continuing Studies for both the summer and the fall terms.

Employees of Duke University who wish to take courses while continuing their employment must submit the written approval of their department head with their applications.

More detailed information on enrollment through the Office of Continuing Studies can be found by visiting our website at [www.learnmore.duke.edu/academics/](http://www.learnmore.duke.edu/academics/).

## Application Instructions

Each candidate for admissions as a Continuing Studies student is responsible for the collection and submission of all required materials

together in a single envelope, including transcripts and recommendations. Applications are not considered until all required materials have been received.

### 1. Application for Admission

All information requested should be supplied accurately. Particular attention should be given to writing the personal statement of reasons for wishing to enroll.

### 2. Résumé of Activities

Candidates are asked to attach a chronological list of their activities, indicating the years of study, employment, etc., since leaving high school.

### 3. Application Processing Fee

This fee of \$35 is required of all candidates. It should be paid by check, made payable to Duke University, and attached to the application. The fee is nonrefundable.

### 4. Transcripts

All transcripts of previous academic coursework should be official and included with the application for admission. In addition, individuals who anticipate applying for degree-seeking status must also submit an official high school transcript(s) and have the option of reporting the results of any standardized testing. All non-native speakers of English are required to submit results of a current TOEFL exam with their application.

### 5. Recommendation from Professor and/or Employer

Candidates are asked to obtain and submit with the application and other required materials a recommendation from at least one professor and/or employer.

### 6. Health Data Record

A complete record is required only of full-time students. Health forms will be supplied to these students upon notification of admission. All students planning to take more than one class per semester must submit proof of immunizations.

## Final Checklist

These materials must be enclosed with the application:

- Completed application (including personal statement)
- Résumé of activities
- Application fee (\$35)
- Transcripts
- Professor's/Employer's recommendation
- Standardized test scores (for those with no college coursework)

Date Application Mailed: \_\_\_\_\_

**Please make copies of all materials you submit and keep them for your records.**

# Application for Admission as a Continuing Studies Student

Date of application: \_\_\_\_\_

Program anticipated:  I plan to continue toward degree status  
 I plan to take courses on a nondegree basis only

Desired term of admission:  Fall  
 Spring  
 Summer  
 Summer II

Course of study:  Part-time (1 or 2 courses)  
 Full-time (3 or 4 courses)

Legal Name:

\_\_\_\_\_  
Last Name (Family Name)

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle/Maiden

\_\_\_\_\_  
Jr., III, etc.

\_\_\_\_\_  
Preferred Name

Sex:  M  F

Birthdate: \_\_\_\_\_

Month/Day/Year

Ethnicity: \_\_\_\_\_

Are you married?  Yes  No

Birthplace: \_\_\_\_\_

City

State

Country

Citizenship:  U.S.  Permanent Resident U.S.  Other \_\_\_\_\_

Country

Visa type for Green Card Number \_\_\_\_\_

If you are living in the U.S. but were not born here, when did you come to the U.S.? \_\_\_\_\_

If you are a U.S. citizen or or Permanent Resident living outside the U.S., how long have you lived outside the U.S.? \_\_\_\_\_

Is a language other than English usually spoken at home?  Yes  No

If yes, what language? \_\_\_\_\_

Permanent or home address:

If yes, what is your first language? \_\_\_\_\_

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
County (or Country if foreign)

Current address (if different):

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
County (or Country if foreign)

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Fax: \_\_\_\_\_

In case of emergency, please notify (name): \_\_\_\_\_

Evening phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you a full-time employee of Duke University?

Yes  No

Is any member of your immediate family an employee of Duke?

Yes  No

If yes, name of employee \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Have you ever had to discontinue study due to illness?  Yes  No

Have you ever been placed on probation or suspended or dismissed from any school?  Yes  No

If yes, please explain \_\_\_\_\_

Secondary Schools Attended			
Name	City/State	Mo./Yr. to Mo./Yr.	
Name	City/State	Mo./Yr. to Mo./Yr.	
Previous Colleges Attended			
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Other Educational Institutions/Courses Taken			
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Name	City/State	Mo./Yr. to Mo./Yr.	Degree
Employment Record			
Position	Employer	City/State	Mo./Yr. to Mo./Yr.
Position	Employer	City/State	Mo./Yr. to Mo./Yr.
Position	Employer	City/State	Mo./Yr. to Mo./Yr.
Position	Employer	City/State	Mo./Yr. to Mo./Yr.

Résumé of Activities
Please attach a <b>résumé</b> with a chronological list of your activities, indicating the years of study, employment, etc., since leaving high school.

Personal Statement
Your <b>personal statement</b> is an opportunity to present your ideas to the Admissions Committee in essay form. We are eager to learn more about your intellectual and personal interests—to get to know you better. We urge you to give careful consideration to the form and content of your response. Please describe your reasons for desiring to enroll at Duke University through the Continuing Studies program. If appropriate, you may also list the courses you wish to pursue. As a guideline, remember we are especially interested in issues of personal significance. Please attach your <b>personal statement</b> on a separate sheet of paper.

Have you contacted the Office of Continuing Studies?  Yes  No      If yes, please give date of interview and summarize discussion below.

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