

Duke Continuing Studies (non-degree undergraduate application)

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;
- 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;
- 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 (kprice@duke.edu) at the Office of Continuing Studies. International students who are interested in applying for visiting student status should contact the [Duke Global Education Office: gloaled@duke.edu](mailto:gloaled@duke.edu).

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 convincing essay;
- a persuasive letter of recommendation;
- 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 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.

Other General Information

There is an Academic Dean for Continuing Studies students. Kim Price (kprice@duke.edu), Director of Academic Services, is available for advising before students submit their applications.

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 using the [Summer Session visiting student](#) application. 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.

Application Instructions

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

2. Statement 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. 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.

4. 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.

5. Application Processing Fee

A fee of \$35 is required of all candidates. The fee is nonrefundable.

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 I
 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

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 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? _____

If yes, what is your first language? _____

Permanent or home address: _____

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

If yes, please provide your Unique ID _____

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
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 résumé with a chronological list of your activities, indicating the years of study, employment, etc., since leaving high school.

Personal Statement
Your personal statement 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 personal statement 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.
