Chapter 3
Admissions

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A. **Overview of DGS and Graduate School Responsibilities**

The process of admitting students for graduate study is a collaborative effort between The Graduate School and the department. The Graduate School sets basic criteria and standards for admission and determines the documents required to complete an application file. The graduate admissions office bears primary responsibility for:

1. Developing and making available application materials and general information about Graduate School programs.
2. Collecting and processing applications and supporting documents.
3. Making applications available to the department and monitoring the status of applications.
4. Notifying applicants of admission or rejection decisions.
5. Maintaining official data on the applicant pool.

The in-depth review of an applicant's credentials takes place within the department. Each department must develop its own system of reviewing and ranking applications, ensuring equal, fair, and timely consideration of all applicants. As the Director of Graduate Studies (DGS), you are responsible for ensuring that: 1) each application receives a timely review; 2) decision recommendations are rendered in an expedient manner; and 3) all applicant information used for review purposes is maintained in a secure and confidential environment with access being granted only to those individuals who have official responsibilities related to the admissions process.

This chapter provides a summary of graduate admissions procedures, outlining what you can expect us to do versus what you, as DGS, should do. In addition to reviewing these procedures, you should review the information posted on the Graduate School website ([http://gradschool.duke.edu/](http://gradschool.duke.edu/)), so that you will better understand the applicant's view of our admissions policies and procedures. The Graduate School’s website offers a brief overview of each department, as well as a link to each individual department’s website. We ask that you please facilitate our attempts to provide accurate information by making sure that your department’s website is kept up to date. **It is particularly important that any information your website provides in reference to Graduate School guidelines be consistent with the information posted on The Graduate School’s own website.**

B. **The Admissions Center**

1. The Admissions Center is an end-user interface for faculty and administrative staff who have access to review Graduate School applications. It is in the Admissions Center that you will review applications and enter decision recommendations. Every fall, the graduate admissions office contacts departments to determine which staff members need access.

2. To request access to the Admissions Center, fill out and submit a SISS Access Request form here: [http://sissoffice.duke.edu/requestforms/accessreq.html](http://sissoffice.duke.edu/requestforms/accessreq.html). **Only the SISS Office can grant access to the Admissions Center. The graduate admissions office is unable to grant access.**
3. A user guide for the Admissions Center can be obtained from the SISS Office website: [Admissions Center Users Guide](#).

4. Common Technical Issues:
   a. If you are unable to view Available Documents in the Admissions Center, check to make sure your pop-up blocker is disabled.
   
   b. If you are unable to export Admissions Center data to an Excel spreadsheet, hold the CTRL key and click on the Excel icon. Keep the CTRL key depressed until Excel opens. If this does not work, contact the OIT Helpdesk.
   
   c. For all other technical issues, contact the OIT Helpdesk.

C. Application and Supporting Materials

   **Things to Note:**
   [This link takes the applicant to the online application: Graduate School Online Application](#)

   The graduate admissions office requires self-contained applications. Applicants must upload all application documents prior to application submission (with the exception of official GRE and TOEFL/IELTS scores, which are sent directly to The Graduate School from the appropriate testing agency). Except in the case of official test scores, applicants are instructed not to mail any application documents to The Graduate School. If The Graduate School extends an offer of admission, the graduate admissions office will let the applicant know what documents should be mailed to The Graduate School. Please do not direct applicants to mail any application documents to The Graduate School unless an offer of admission has been made. In exceptional cases where the mailing of application documents during the review process is deemed necessary, the graduate admissions office will contact the applicant directly to request the documents.

   If any supporting documents are mailed directly to your office, bring them (with envelopes attached, as the envelopes help us determine whether items are official/confidential) to the graduate admissions office. We will add the documents to the applicant’s record in the Admissions Center. **Please do not send application documents through Campus Mail.**

   Application materials often contain confidential information, and lost documents may be difficult to replace. Please bear the following points in mind:

1. All applications are submitted online.

2. The requirements for a complete application are as follows:

   a. **Transcripts:** Essential to the review of the application are unofficial transcripts from any institution where the applicant earned (or will earn) a degree, studied for one semester or more, earned 12 or more hours of credit, or took courses that relate to the applicant’s graduate study interests. The applicant is required to upload scanned copies of transcripts from each institution listed in the application. The
graduate admissions office staff will review each application to ensure that transcripts have been provided and are legible. If a transcript is missing, illegible, or not accompanied by an English translation (if needed), the graduate admissions office will send the applicant an email request for the missing information. The Communications section of the applicant’s detail panel in the Admissions Center will contain a note stating that this email communication was sent. Once the missing documentation is received, it will be added to the applicant’s file.

b. **Statement of Purpose and Resume/CV**: Each applicant must upload a **Statement of Purpose** indicating purposes and objectives in undertaking graduate study, special interests and plans, and strengths and weaknesses in the chosen field of study. A resume or CV is also required. If the Statement of Purpose or the resume/CV is missing or illegible, the graduate admissions office will email the applicant to request another copy. The Communications section of the applicant’s detail panel in the Admissions Center will contain a note stating that this email communication was sent. Once the missing item is received, it will be added to the applicant’s file.

c. **Letters of Recommendation**: Three official **letters of recommendation** are required for each application. The letters should come from persons best qualified to evaluate the applicant’s academic potential. At least two of the letters should come from evaluators in the applicant’s chosen field of study. Letters of recommendation must be submitted electronically through the online recommendation system (part of the online application system). An email containing instructions for submitting the evaluation is sent to each recommender. The graduate admissions office will add recommendations to an applicant’s file as they are received.

d. **GRE Scores**: Official Graduate Record Examination (GRE) general test scores are required of all applicants, with the exception of Liberal Studies, Continuing Studies, and Experimental and Documentary Arts applicants. Some departments may require GRE subject test scores as well. Each applicant must self-report GRE scores (or state a future GRE exam date) in the application.

i. In addition to self-reporting scores, the applicant must also request that ETS send official GRE scores to institution code 5156 (no departmental code is needed). Scores must not be more than five years old. While self-reported scores may suffice for departmental review purposes, official scores must be received before admission can be offered.

ii. In lieu of self-reporting GRE scores, a **Business Administration** applicant can self-report **GMAT** scores in the application. The applicant will also need to request that an official copy of the score report be sent to the graduate admissions office.

iii. In lieu of self-reporting GRE Scores, applicants to the Bioethics and Science Policy program and/or the Global Health program can self-report **MCAT** scores in the application. The applicant will need to provide the AAMC ID and the Verification Code in the application. If the applicant is recommended for
admission, the graduate admissions office will use this information to verify the
self-reported scores and record them as official.

e. **TOEFL or IELTS**: Scores from the Test of English as a Foreign Language
   (TOEFL) or the International English Language Testing System (IELTS) are
   required of any applicant whose first language is not English. The applicant must
   self-report the TOEFL or IELTS scores (or state a future TOEFL or IELTS exam
   date) in the application.

   i. The TOEFL is administered by Educational Testing Service (ETS). In addition to
      self-reporting scores, applicants must also request that ETS send official scores to
      institution code 5156 (a departmental code is not needed). The minimum TOEFL
      score for the IBT version of the test is 90.

   ii. The IELTS is administered by Cambridge ESOL, British Council, and IDP:
       IELTS Australia. More information about the test is available at www.ielts.org.
       In addition to self-reporting scores, applicants must request that official IELTS
       score reports be mailed directly to the graduate admissions office. The minimum
       score for the IELTS is 7.0.

   iii. Scores for either test must not be more than two years old, and an official score
       report must be sent to the graduate admissions office directly from the testing
       agency. Personal copies are not acceptable, nor are “attested” or notarized copies.

f. **Supporting Documents**: The applicant may use the Additional Information
   section of the application to upload any miscellaneous items the applicant feels
   should be reviewed by the department.

g. **Application Fee**: The application fee is $85. No application is processed without
   the application fee. Applicants pay the application fee by credit card at the time of
   application submission.

What about an applicant who cannot afford to pay the fee? Does The
Graduate School ever waive application fees?

The Graduate School provides a limited number of application fee waivers for the
purpose of promoting a diverse applicant pool. All fee waiver requests are reviewed by the
Assistant Dean for Graduate Student Development in the Office of Graduate Student Affairs. The
fee waiver request deadlines are November 15 (for PhD applicants) and December 15 (for
master’s applicants). If an applicant contacts you to request a fee waiver prior to or by the
appropriate deadline, instruct the applicant to email the request directly to Assistant Dean Alan
Kendrick at alan.kendrick@duke.edu. Fee waiver requests received after the deadlines will not
be reviewed. If you would like to pay the application fee for an applicant, please contact your
assigned Department Specialist in the graduate admissions office.

3. If the applicant experiences any technical problems while creating an application, direct
the applicant to click on the “Technical Support” button available on every page of the
application. Examples of common technical problems include difficulty uploading
transcripts or other documents and difficulty using the Recommendations section of the online application.

4. Within three business days of application submission, the applicant will receive an email with instructions on how to view the status of the application. The completion of the application file is the applicant’s responsibility.

5. During the regular admissions season, the graduate admissions office loads submitted applications and letters of recommendation on a daily basis to the Admissions Center, making them available for departmental review. If an applicant claims to have already submitted an application and you do not see the applicant’s record in the Admissions Center, please wait one business day before contacting your assigned Department Specialist in the graduate admissions office.

D. Application Deadlines
Any application submitted before or on the appropriate deadline date will be given full consideration. Programs may continue to accept applications after the deadlines, if they wish to do so. Please inform your Department Specialist if you wish to continue to receive applications after the deadlines.

1. Spring Semester:
   October 1 – The deadline date for submission of all applications for the spring semester. No spring applications will be accepted after this date.

2. For the Fall Semester:

   Deadlines vary by program. Please check the Admissions website for details:
   [https://gradschool.duke.edu/admissions/application-deadlines/fall-semester-application-deadlines#phd](https://gradschool.duke.edu/admissions/application-deadlines/fall-semester-application-deadlines#phd)

   March 1 - This is the date by which all Ph.D. programs will close.

   April 15 - No new acceptance letters or financial aid awards can be processed after this date without special permission from the Dean of The Graduate School.

   May 31 - This is the date after which no new applications will be processed.

What happens to late applications?
An applicant will not be able to start or submit an application once the program has closed. If a program wishes to allow a late application, the DGS should contact the Associate Dean of Graduate Admissions.

E. Processing of Applications in the Graduate Admissions Office
Once an applicant submits the application, the graduate admissions office loads the application to the Admissions Center for departmental review. To prevent any delay in departmental access to applications, all submitted applications, regardless of their fulfillment of the requirements, are accessible to the department at the time of upload. Each application undergoes a series of checks in the graduate admissions office to ensure that it is
complete; however, these checks may occur at the same time that the department begins reviewing the applications. Therefore, it is possible that your department will be reviewing applications with illegible or missing transcripts, less than the required number of recommendations, and/or no official standardized test scores.

**How long does it take for applications to be processed?**

During the regular admissions season, newly submitted applications are loaded to the Admissions Center daily. If an applicant claims to have already submitted the application and you do not see the application record in the Admissions Center, please wait one business day before contacting your assigned Department Specialist in the graduate admissions office.

1. **Illegible Documents**: Occasionally, some part of the application may be illegible or missing.

   a. The graduate admissions staff reviews each application to ensure all required materials are included and legible. If a document is missing or illegible, the applicant is notified and asked to send the missing or illegible item as an email attachment to grad-admissions-center@duke.edu. A log of this contact is kept in the Communications section of each applicant’s record in the Admissions Center.

   b. If you notice that an item is missing or illegible, please check the Communications section of the applicant’s record to determine if the graduate admissions office has already requested the missing or illegible item from the applicant. If you do not see a communication for the specific item in question, notify your Department Specialist.

2. **Schools Not Listed**: Academic institutions are listed in a PeopleSoft database along with their school codes. In the application instructions, applicants are asked to locate each institution for which they will be uploading a transcript. In the event that an applicant is unable to locate an institution in our database, the graduate admissions office instructs the applicant to enter the School Not Listed code 0010707. A graduate admissions staff member reviews each School Not Listed entry and updates the database with the school name.

3. **GPAs**: Each applicant must self-report a cumulative undergraduate grade point average (UGPA) on a 4.0 scale.

   a. If an applicant is unable to convert the UGPA to a 4.0 scale or leaves the UGPA section of the application blank, an Admissions Specialist will perform the UGPA calculation.

   b. **All self-reported UGPAs that do fall within the 4.0 scale are NOT checked by an Admissions Specialist unless and until the department recommends the applicant for admission.**

   c. **If you have questions about a self-reported UGPA, please contact your Admissions Specialist and she/he will recalculate the UGPA.**
F. Departmental Review and Decision Recommendations

IMPORTANT:
The department may make no commitment to an applicant, verbal or written, concerning admission OR financial award until the recommendation for admission has been approved by the Associate Dean of Graduate Admissions.

1. Departmental Review: Each department determines its own procedures for reviewing applications. You, the DGS, are responsible for ensuring the following during the review process:

a. All applicant information used for review purposes is maintained in a secure and confidential environment with access granted only to those individuals who have official responsibilities related to the admissions process.

Is there a policy about who can review applications?
See the “Policy on Confidentiality of Graduate Student Files on the website at: Graduate School Application Data Security Policy. Currently enrolled graduate students are strictly prohibited from accessing any of the data mentioned in the confidentiality policy, whether the data pertains to fellow students or to applicants.

b. All applications are reviewed, and appropriate and fair treatment is given to every applicant. It is up to you to ensure that all matters related to the consideration of applicants are handled equitably and, where necessary, are documented.

How can a department switch an application to another department?
Due to the interdisciplinary nature of much of the research in departments and programs, it sometimes happens that an application file starts out in one department before the faculty reviewers realize that it is more appropriate for the file to be reviewed by another department. When an application file is transferred to another department after the application deadline, The Graduate School must have documentation of the applicant’s agreement to the change (an email message is acceptable), as well as an email from the DGS of the new department stating her/his willingness to review the application. Contact your Department Specialist for more information.

c. Relevant information communicated by the applicant to the department is relayed to your assigned Department Specialist so that the applicant’s file can be updated.

What do I do if an applicant asks to withdraw before a decision is made?
Please forward the applicant correspondence to your assigned Department Specialist. The graduate admissions office will add the email to the applicant’s file for documentation purposes and take the appropriate steps to withdraw the applicant.
d. Decisions are submitted in a timely fashion in the Admissions Center for every applicant who applies to your department.

Is there a deadline by which the department needs to make decisions?

The Graduate School requires that all Ph.D. applicants receive notification of the status of their files no later than two weeks before April 15. Departments should submit their decision recommendations by March 28 to allow time for the graduate admissions office to send out decision letters a full two weeks prior to April 15. Many applicants are well aware of the April 15 agreement stated in the Council of Graduate Schools “Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants” (http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf).

The earliest decisions are usually made in January, with the review process continuing for most departments into February and early March. Whatever the department’s schedule, bear in mind that it is crucial that applicants be informed of admission decisions as soon as possible.

2. Decision Recommendations: Only the DGS in each department has the security access in the Admissions Center to submit decisions to the graduate admissions office. The Admissions Center allows for the submission of one of three recommended decisions: Recommend Deny, Recommend Waitlist, or Recommend Admit.

G. Graduate School Processing of Recommended Decisions

Submitted decisions will post in the Admissions Center on the next business day. Once the decisions are posted, the graduate admissions office conducts a series of checks on each applicant’s file. These checks must be completed before the recommended decision can be approved by the Director of Graduate Admissions.

1. Recommend Deny: After a Recommend Deny decision is registered for an applicant, the graduate admissions office notifies the denied applicant of the deny decision via email.

Does it matter whether or not the department keeps track of deny reasons?

Yes. An applicant who has been denied admission will often contact the graduate admissions office requesting an explanation. In such situations, the graduate admissions office tells the applicant to contact the department directly to determine the reason for the denial.

2. Recommend Waitlist: After a Recommend Waitlist decision is registered for an applicant, the graduate admissions office notifies the waitlisted applicant of the waitlist decision via email. The applicant can choose to withdraw from the waiting list. Unless the applicant withdraws from the waiting list, the DGS will be required to enter a final decision for the waitlisted applicant in the Admissions Center at a later date.

3. Recommend Admit: After a Recommend Admit decision is registered for an applicant, an Admissions Specialist reviews the applicant’s file to ensure that all Graduate School
admissions requirements have been fulfilled and that all necessary financial award processing (where applicable) has been completed. Once this review is complete, the applicant’s file is sent to the Associate Dean of Graduate Admissions for approval.

**IMPORTANT:**

*If the department sends a financial award letter to an applicant, the department should also send a copy of this letter (signed or unsigned) to the graduate admissions office so that this correspondence can be added to the applicant’s Admissions Center file. Please email the letter to grad-admissions-center@duke.edu.*

a. During this process, it may be determined that the applicant’s file requires an additional review by either the Associate Dean of Graduate Admissions or the Associate Dean of Academic Affairs before the decision is approved.

b. If the Associate Dean of Graduate Admissions approves the DGS’s decision recommendation, a decision letter is generated and attached to the applicant’s file in PeopleSoft. The graduate admissions office notifies the applicant that a decision letter is available for viewing in the Applicant Self-Service system. The graduate admissions office will notify the DGS and the DGSA after the letter has been sent to the applicant.

4. **Applicant Notification of Decision:** Once the applicant has been notified of the decision, the applicant may view the decision letter in Applicant Self-Service. Admitted applicants will have the option to either accept or decline their offers of admission; waitlisted students will have the opportunity to accept or decline their spots on the waiting lists.

5. **Departmental Service Requirements Letter:** Each admitted Ph.D. applicant should receive a departmental service requirements letter within two weeks of being admitted. A template for the letter is included at the end of this section of the DGS manual.

H. **Required GRE/GPA for Admission to The Graduate School**

The Graduate School does not specify a strict cut-off point for GRE scores or undergraduate grade point averages. While we obviously seek to admit above-average students, we realize that scores and grades do not provide a complete picture of an applicant.

While GRE scores are often a controversial subject, most departments continue to find them a useful tool for making comparisons among applicants. In an effort to ensure that scores are used appropriately, the GRE Board sets usage policies and publishes guidelines that are distributed to test takers as well as score users. For more information, view the ETS guidelines at [http://www.ets.org/gre/institutions/scores/guidelines](http://www.ets.org/gre/institutions/scores/guidelines). Only if we follow the guidelines established by the GRE Board can we expect their support if an admission decision is ever legally challenged. It is most important to remember that **GRE scores are only one component of an applicant’s file. While useful, they should never be considered apart from all available credentials, and they should never be the sole basis**
for rejecting an applicant. The Graduate School’s approach to the GRE can best be described as vigilant yet flexible; we keep a watchful eye on our school-wide averages but review each applicant’s file in a holistic manner, as we expect departments to do.


I. Non-Degree Admission
In the online application, applicants have the option to apply to a department as a non-degree applicant. There are two types of non-degree applicants, regular non-degree applicants and international exchange applicants.

1. Non-Degree Applicants: Applicants who wish to undertake non-degree graduate work at Duke University must be formally admitted to The Graduate School by the Dean. Non-degree admission is granted in two different categories: (1) admission as a non-degree student affiliating with a specific department or (2) admission through the Office of Continuing Studies (CED) as a non-degree student without department affiliation.

a. Prerequisites for admission include a four-year U.S. bachelor’s degree (or the equivalent) from a regionally accredited institution, unofficial transcripts from each institution listed in the application, a statement of purpose, and two official letters of recommendation. Applicants who do not speak English as a first language must also submit official TOEFL or IELTS scores.

b. Duke graduate course credits earned by a non-degree student before the student is granted full admission to The Graduate School may be transferred to a graduate degree program if: (1) the action is recommended by the student’s DGS and approved by the Dean; (2) the coursework is not more than two years old; (3) the credit awarded does not exceed one full-time semester; and (4) all coursework received grades of B or higher. This is considered retroactive credit, not a transfer of credit. More information about retroactive credits can be found on The Graduate School website.

2. International Exchange Applicants: The Graduate School has entered into a number of international exchange program agreements to promote international collaboration in the exchange of educational, intellectual, and cultural ideas. Applicants admitted to these programs are pre-screened and allowed one year of non-degree study.

a. Prerequisites for admission include a four-year U.S. bachelor’s degree (or the equivalent) from a regionally accredited institution, unofficial transcripts from each institution listed in the application, a statement of purpose, and two official letters of recommendation. Applicants who do not speak English as a first language must also submit official TOEFL or IELTS scores.
b. Each student’s tuition and stipend costs are covered according to the terms of Duke’s agreement with the host institution. There are no monetary costs to the department. In addition to being recommended for admission by the DGS, the exchange student must be admitted to The Graduate School through the regular channels.

J. Student Response to an Offer of Admission

The graduate admissions office updates the Admissions Center when an applicant has officially declined or accepted an offer of admission. The department staff should notify The Graduate School whenever they receive an applicant's response to an offer of admission that is not reflected in the Admissions Center.

1. Decision Deadlines: The deadline for officially accepting the offer of admission is April 15 or two weeks from the receipt of the admission notification, whichever is later.

   a. Duke University is a signatory of the Council of Graduate Schools resolution regarding student obligation for accepting financial support prior to April 15. Under the resolution, students are under no obligation to respond to offers prior to April 15. Similarly, an offer by an institution after April 15 is conditional upon the presentation of a written release from any previously accepted offer.

   b. If the given deadline passes, and the graduate admissions office has not heard from the applicant, the applicant will be administratively withdrawn.

2. If the applicant declines: Applicants are asked to officially decline offers of admission using the online Applicant Self-Service system. The graduate admissions office will track decline reasons and make them available in the yearly report. Application information will be stored by The Graduate School for one year, should the applicant decide to reapply.

3. If the applicant accepts: Applicants are asked to officially accept offers of admission using the online Applicant Self-Service system. The matriculation process cannot start until the student has accepted the offer online.

What if an applicant wants to defer admission?

All deferral requests must begin at the department level. If the DGS approves an applicant’s deferral request, the DGS should then contact the Associate Dean of Admissions to ask that the applicant’s admission be deferred. The DGS’s request should state a legitimate reason for the deferral and the length of the requested deferral period. This request will be reviewed by the Associate Dean of Admissions and submitted to the Dean for final approval. Deferrals are seldom granted and most likely the applicant will need to reapply. Application materials are kept on file for one year and can be reused, should the applicant decide to reapply.
K. Steps to Matriculation
After the applicant accepts the admission offer online, the matriculation process proceeds as follows:

1. The graduate admissions office sends the student an email requesting official, confidential transcripts from each institution listed in the online application. Once the official transcripts are received, an Admissions Specialist compares the grades and GPAs listed in the official transcripts to those listed in the student’s unofficial transcripts. The graduate admissions office also checks the official transcripts to confirm that any degrees the student was expected to receive have been conferred.

**IMPORTANT:**
*The Graduate School reserves the right to rescind any offer of admission if any discrepancies are found between the unofficial transcripts uploaded to the application and the official transcripts received from the student’s educational institutions. If proof of the awarding of the undergraduate degree is not on file by mid-semester of the student’s first enrollment term, registration for the following term will be blocked.*

2. An Admissions Specialist guides incoming students who are not U.S. citizens or U.S. Permanent Residents through the visa process.
   
a. Each applicant receives an email directing him or her to submit a Visa Services web form request for either an I-20 form (for an F-1 Student visa) or a DS-2019 form (for a J-1 Visiting Scholar visa).

b. After submitting the web form, the student is asked to send the following documents directly to The Graduate School:
   i. Visa Services web form Signature Page
   ii. photocopy of passport
   iii. copies of previous visas (if applicable)
   iv. proof of funding* (often the Duke admit/award letter)

*U.S. immigration law requires that Duke University have documented evidence that a student has adequate financial resources to cover the estimated cost of attendance as determined by the Office of Financial Aid for one year. A self-funded student must submit an official bank statement demonstrating an adequate balance. If a student is sponsored by a parent or organization, he or she must also submit a signed sponsor’s statement.

How does Duke’s financial support of an international student impact the visa process?
*If an international student will be receiving financial support from Duke that is not reflected in the admission letter sent by The Graduate School, please notify the graduate admissions office of this fact as soon as possible so that the student’s visa request can be
processed. Questions concerning financial support should be directed to The Graduate School’s Office of Financial Aid.

3. After all required documentation has been received, a graduate admissions staff member will matriculate the student. In the case of US students, matriculation occurs upon receipt of all required official transcripts. In the case of international students, matriculation occurs upon receipt of required visa documentation and official transcripts.

L. Information for Admitted Students

The admission letter directs newly admitted students to the Admitted Students section of The Graduate School website. This site contains important information about paperwork requirements and on-campus information sessions. The Graduate School welcome letter provides a web link to the graduate student checklist (http://gradschool.duke.edu/admissions/admitted-students), which helps students keep track of which forms to submit and which offices to contact before and after their arrival on campus. The graduate admissions office does not send any new student information through the mail.

1. NetID: OIT distributes NetIDs to incoming students via email upon matriculation. Generally speaking, the activation email reaches the student within three business days. The student is then able to activate her/his NetID and email account. The activation email is re-sent every two weeks until the NetID is activated. If a matriculated student has not received the email, ask the student to contact the OIT help desk.


3. Health Requirements

   a. Proof of Immunization: North Carolina law requires all students enrolled in colleges or universities in this state to present proof of certain required immunizations on or before the first day of matriculation. To access the immunization form, an admitted student will need a Duke NetID and password. Students’ questions about immunization requirements should be directed to Student Health (Student Health Immunization Compliance).

   b. Health Insurance: Information concerning health insurance, including details about plan coverage, contact information, claims submission, and dependent coverage is available from Student Health (Student Affairs Health Insurance).

4. Housing: Duke no longer offers on-campus housing for graduate and professional students. A wide variety of housing is available off campus. Students should consult the Graduate and Professional Student housing website for details on the various types of housing available both on and off campus.
5. **Orientation**: Orientation Week is the last full week of August. The presence of ALL newly admitted graduate students is strongly encouraged at Graduate Student Orientation. More information about Graduate School orientation events can be found at [Graduate School Orientation Week](#).

6. **English Language Proficiency Exam**: The Graduate School requires that international students whose first language is not English demonstrate proficiency in academic English by taking [oral and written exams](#) upon their arrival at Duke. The exams are typically given each semester in the week prior to the beginning of classes, and students must arrive at Duke in time to take these tests.

   Non-degree students are exempt from the exam requirements. Exemption requests for other students are handled on an individual basis and should be directed to Maria Parker, EIS Program Director ([mgparker@duke.edu](mailto:mgparker@duke.edu)).
{LetterPrintedDT}

{AddrFirstName} {AddrLastName}

{Address}

{City}, {State}  {Postal}

Dear {AddrNamePrefix} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %DEGREE% program in %ACAD_PLAN% for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

Due to limited departmental funding, we are unable to offer you a Duke scholarship for pursuit of this degree. Please know that this lack of funding in no way reflects our view of your credentials or your ability to succeed as a master’s student. If you require funding for your studies, we encourage you to research master's funding opportunities online (The Graduate School's Find Funding page is a good place to start) and to apply for any relevant opportunities as early as possible.

Information regarding Duke University requirements, course registration, housing, disability services, cost of attendance, and other important matters can be found online at %GRAD_ADMIT_INFO% and %GRAD_COST_ATTEND%.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution's stamp on the outside of the envelope.

Through this offer of admission we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a master's degree program is a significant personal and professional milestone. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

**DEAN'S SIGNATURE HERE**

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
MASTER'S DEPARTMENT NOTIFIES OF AWARD LETTER (TEMPLATE)

{LetterPrintedDT}

{AddrFirstName} {AddrLastName}
{Address}

Dear {AddrNamePrefixDE} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %DEGREE% program in %ACAD_PLAN% for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

Details of your financial support package will be sent to you directly by your admitting department or program under separate cover.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution's stamp on the outside of the envelope.

In October 2014, the Council of Graduate Schools (CGS) renewed the Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which outlines student rights and obligations concerning acceptance of offers of financial support. A copy of this resolution can be accessed on the CGS website at %CGS_RESOLUTION%. Information regarding Duke University requirements, course registration, housing, disability services, cost of attendance, and other important matters can be found online at %GRAD_ADMIT_INFO% and %GRAD_COST_ATTEND%.

Through this offer of admission and financial support we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a master's degree program is a significant personal and professional milestone. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

DEAN'S SIGNATURE HERE
Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
MASTER'S NO MENTION OF AWARD LETTER
(TEMPLATE)

{LetterPrintedDT}

{AddrFirstName} {AddrLastName}
{Address1}
{Address2}
{City}, {State}  {Postal}
{Country}

Dear {AddrNamePrefix} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %DEGREE% program in %ACAD_PLAN% for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution's stamp on the outside of the envelope.

Information regarding Duke University requirements, course registration, housing, disability services, cost of attendance, and other important matters can be found online at %GRAD_ADMIT_INFO% and %GRAD_COST_ATTEND%.

Through this offer of admission we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a master's degree program is a significant personal and professional milestone. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

DEAN'S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
PHD EXTERNAL FUNDING LETTER (TEMPLATE)

Dear {AddrNamePrefixDE} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %ACAD_PLAN% Ph.D. program for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

I understand that you have applied for or have been awarded an external fellowship and congratulate you on that as well. If you have been awarded an external fellowship, please email a copy of your award letter to grad-finaid@duke.edu as soon as possible. Be assured that our financial aid office will work with your external funding source to ensure that you receive a full tuition scholarship and a fellowship package that is at or above the level of our standard departmental award. Note that your stipend payments may not begin until the end of September. You should, therefore, plan to support yourself financially through your first month of study.

Information regarding Duke University requirements, course registration, housing, disability services, and other important matters can be found online at %GRAD_ADMIT_INFO%.

The Graduate School and your department will ensure that you are supported through at least your fifth year of study—which means we will provide you with the standard departmental stipend and pay your tuition and fees for those years—provided that you remain in good academic standing, fulfill your department's service requirements for teaching and/or research training, and are making satisfactory progress toward your degree. (Your admitting department will communicate its teaching and research training expectations to you directly.) In addition, you will have access to the many professional development programs (%GRAD_PROFDEV_INFO%) and student support services (%GRAD_STUDLIFE_INFO%) of The Graduate School, all of which are designed to help you succeed here at Duke and beyond.

After the fifth year, you are responsible for tuition and fees, but most of our students obtain external or departmental funding to cover those costs. You can find more information about our financial support at %GRAD_PHD_SUPPORT%. For a full breakdown of the cost of attendance, see
%GRAD_COST_ATTEND%. I also encourage you to speak with your program's director of graduate studies if you have questions about departmental funding.

You are considered a vital participant in meeting the Ph.D. funding commitment. We expect you, as a member of the Duke graduate community, to make a good faith effort to apply for all possible institutional and external scholarships and fellowships available to students in your field, and we commend your current efforts in this regard. Not only do external scholarships and awards support The Graduate School's commitment to provide at least five years of full support for all Ph.D. students, they are also a prestigious and valuable acknowledgement of your research and scholarship.

Health insurance is required for all Duke students. If you choose to enroll in Duke's student medical insurance plan (Duke SMIP), The Graduate School will cover the cost of your individual premium through the first six years of your study. Information on the Duke SMIP can be found on the student health website (%STUDENT_HEALTH_GRAD%). International students holding F-1 or J-1 visas are required to enroll in the Duke SMIP. Domestic students may choose not to enroll in the Duke plan; however, those who do not enroll must meet the waiver criteria (which can also be found on the student health website at %STUDENT_HEALTH_WAIVER%) and provide proof of comparable alternative insurance coverage.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution's stamp on the outside of the envelope.

Through this offer of admission and financial support, we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a Ph.D. program is a significant milestone in your academic career. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

DEAN'S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
PHD RESEARCH ASSISTANTSHIP LETTER
(TEMPLATE)

Dear {AddrNamePrefixDE} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %ACAD_PLAN% Ph.D. program for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

As a student in the %ACAD_PLAN% Ph.D. program, you will receive a first-year research assistantship, which will provide you with tuition remission and a stipend. You will also receive a first-year tuition scholarship from The Graduate School to cover the balance of tuition not covered by the research grant, a first-year Graduate School scholarship to cover mandatory fees, and student health insurance coverage. In addition, you will have access to the many professional development programs (%GRAD_PROFDEV_INFO%) and student support services (%GRAD_STUDLIFE_INFO%) of The Graduate School, all of which are designed to help you succeed here at Duke and beyond.

Tuition and fee scholarships, tuition remission, and your individual health insurance premium will be processed automatically on your behalf. Your stipend will be distributed in equal monthly installments on the 25th of the month beginning in September. You should, therefore, plan to support yourself financially through your first month of study.

Details of your first-year research assistant support package are listed under the Financial Aid tab of your Applicant Self-Service account. Information regarding Duke University requirements, course registration, housing, disability services, and other important matters can be found online at %GRAD_ADMIT_INFO%.

The Graduate School and your department will ensure that you are supported through at least your fifth year of study--which means we will provide you with the standard departmental stipend and will cover your tuition and fees for those years--provided that you remain in good academic standing, fulfill your department's teaching and/or research training requirements, and are making satisfactory progress toward your degree. Your admitting department will communicate its teaching and research training expectations to
you directly. After the fifth year, you are responsible for tuition and fees, but most of our students obtain external or departmental funding to cover those costs. You can find more information about our financial support at %GRAD_PHD_SUPPORT%. For a full breakdown of the cost of attendance, see %GRAD_COST_ATTEND%. I also encourage you to speak with your program’s director of graduate studies if you have questions about departmental funding.

You are considered a vital participant in meeting the Ph.D. funding commitment. We expect you, as a member of the Duke graduate community, to make a good faith effort to apply for all possible institutional and external scholarships and fellowships available to students in your field. Not only do external scholarships and awards support The Graduate School's commitment to provide at least five years of full support for all Ph.D. students, they are also a prestigious and valuable acknowledgement of your research and scholarship. In the event that you are successful in the competition for an external scholarship or fellowship that can be used for your first year of study, we expect that you will accept that award in place of Duke’s support package and notify us accordingly. To ensure that your acceptance of any external award does not put you at a financial disadvantage, we will supplement the external fellowship, as needed, to bring your support to at least the total amount outlined in the offer of financial support.

Health insurance is required for all Duke students. If you choose to enroll in Duke's student medical insurance plan (Duke SMIP), The Graduate School will cover the cost of your individual premium through the first six years of your study. Information on the Duke SMIP can be found on the student health website (%STUDENT_HEALTH_GRAD%). International students holding F-1 or J-1 visas are required to enroll in the Duke SMIP. Domestic students may choose not to enroll in the Duke plan; however, those who do not enroll must meet the waiver criteria (which can also be found on the student health website at %STUDENT_HEALTH_WAIVER%) and provide proof of comparable alternative insurance coverage.

In October 2014, the Council of Graduate Schools (CGS) renewed the Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which outlines student rights and obligations concerning acceptance of offers of financial support. A copy of this resolution can be accessed on the CGS website at %CGS_RESOLUTION%.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution’s stamp on the outside of the envelope.

Through this offer of admission and financial support, we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a Ph.D. program is a significant milestone in your academic career. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

DEAN’S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
PHD STANDARD FELLOWSHIP LETTER (TEMPLATE)

{LetterPrintedDT}

{AddrFirstName} {AddrLastName}  
{Address}  
{City}, {State}  {Postal}  
{Country}

Dear {AddrNamePrefixDE} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %ACAD_PLAN% Ph.D. program for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

As a student in the %ACAD_PLAN% Ph.D. program, you will receive a first-year financial award that consists of a tuition and fee scholarship, health insurance coverage, and a fellowship stipend. Details of your first-year fellowship support package are listed under the Financial Aid tab of your Applicant Self-Service account. Funding after the first year will likely be contingent upon service requirements. Your admitting department will inform you of any such service requirements within the next five business days.

The tuition and fee scholarship, as well as your individual health insurance premium, will be processed directly onto your student account on your behalf. Your fellowship stipend will be distributed in equal monthly installments on the last business day of the month beginning in September. You should, therefore, plan to support yourself financially through your first month of study.

In addition to the support outlined above, you will have access to the many professional development programs (%GRAD_PROFDEV_INFO%) and student support services (%GRAD_STUDLIFE_INFO%) of The Graduate School, all of which are designed to help you succeed here at Duke and beyond.

Information regarding Duke University requirements, course registration, housing, disability services, and other important matters can be found online at %GRAD_ADMIT_INFO%.

The Graduate School and your department will ensure that you are supported through at least your fifth year of study—which means we will provide you with the standard departmental stipend and pay your tuition and fees for those years—provided that you remain in good academic standing, fulfill your department's requirements for teaching and/or research training, and are making satisfactory progress toward your degree. Your admitting department will communicate its teaching and research training expectations to you directly. After the fifth year, you are responsible for tuition and fees, but most of our students obtain external or departmental funding to cover those costs. You can find more information about our financial support at %GRAD_PHD_SUPPORT%. For a full breakdown of the cost of attendance, see
I also encourage you to speak with your program's director of graduate studies if you have questions about departmental funding.

You are considered a vital participant in meeting the Ph.D. funding commitment. We expect you, as a member of the Duke graduate community, to make a good faith effort to apply for all possible institutional and external scholarships and fellowships available to students in your field. Not only do external scholarships and awards support The Graduate School's commitment to provide at least five years of full support for all Ph.D. students, they are also a prestigious and valuable acknowledgement of your research and scholarship. In the event that you are successful in the competition for an external scholarship or fellowship that can be used for your first year of study, we expect that you will accept that award in place of Duke's support package and notify us accordingly. To ensure that your acceptance of any external award does not put you at a financial disadvantage, we will supplement the external fellowship, as needed, to bring your support to at least the total amount outlined in the offer of financial support.

Health insurance is required for all Duke students. If you choose to enroll in Duke's student medical insurance plan (Duke SMIP), The Graduate School will cover the cost of your individual premium through the first six years of your study. Information on the Duke SMIP can be found on the student health website (%STUDENT_HEALTH_GRAD%). International students holding F-1 or J-1 visas are required to enroll in the Duke SMIP. Domestic students may choose not to enroll in the Duke plan; however, those who do not enroll must meet the waiver criteria (which can also be found on the student health website at %STUDENT_HEALTH_WAIVER%) and provide proof of comparable alternative insurance coverage.

In October 2014, the Council of Graduate Schools (CGS) renewed the Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which outlines student rights and obligations concerning acceptance of offers of financial support. A copy of this resolution can be accessed on the CGS website at %CGS_RESOLUTION%.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution’s stamp on the outside of the envelope.

Through this offer of admission and financial support, we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a Ph.D. program is a significant milestone in your academic career. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

**DEAN'S SIGNATURE HERE**

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
PHD TEACHING ASSISTANTSHIP LETTER
(TEMPLATE)

Dear {AddrNamePrefixDE} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %ACAD_PLAN% Ph.D. program for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

As a student in the %ACAD_PLAN% Ph.D. program, you will receive a first-year financial award that consists of a full tuition and fee scholarship, student health insurance coverage, and a departmental stipend. In addition, you will have access to the many professional development programs (%GRAD_PROFDEV_INFO%) and student support services (%GRAD_STUDLIFE_INFO%) of The Graduate School, all of which are designed to help you succeed here at Duke and beyond.

We believe that, as part of your Ph.D. training, you need to practice the art of teaching by being a teaching assistant. Your department will provide more information on teaching assistant expectations, as well as other particulars specific to your department.

The tuition and fee scholarship, as well as your individual health insurance premium, will be processed directly onto your student account on your behalf. Your teaching assistantship stipend will be distributed in equal monthly installments on the 25th of the month beginning in September. Your fellowship stipend will be distributed in equal monthly installments on the last business day of the month beginning in September. You should, therefore, plan to support yourself financially through your first month of study.

Details of your first-year teaching assistant support package are listed under the Financial Aid tab of your Applicant Self-Service account. Service requirements beyond the first year will be communicated to you by your admitting department within the next five business days. Information regarding Duke University requirements, course registration, housing, disability services, and other important matters can be found online at %GRAD_ADMIT_INFO%.

The Graduate School and your department will ensure that you are supported through at least your fifth year of study—which means we will provide you with the standard departmental stipend and cover your tuition and fees for those years—provided that you remain in good academic standing, fulfill your department's teaching and/or research training requirements, and are making satisfactory progress toward your degree.
Your admitting department will communicate its teaching and research training expectations to you directly. After the fifth year, you are responsible for tuition and fees, but most of our students obtain external or departmental funding to cover those costs. You can find more information about our financial support at %GRAD_PHD_SUPPORT%. For a full breakdown of the cost of attendance, see %GRAD_COST_ATTEND%. I also encourage you to speak with your program’s director of graduate studies if you have questions about departmental funding.

You are considered a vital participant in meeting the Ph.D. funding commitment. We expect you, as a member of the Duke graduate community, to make a good faith effort to apply for all possible institutional and external scholarships and fellowships available to students in your field. Not only do external scholarships and awards support The Graduate School’s commitment to provide at least five years of full support for all Ph.D. students, they are also a prestigious and valuable acknowledgement of your research and scholarship. In the event that you are successful in the competition for an external scholarship or fellowship that can be used for your first year of study, we expect that you will accept that award in place of Duke’s support package and notify us accordingly. To ensure that your acceptance of any external award does not put you at a financial disadvantage, we will supplement the external fellowship, as needed, to bring your support to at least the total amount outlined in the offer of financial support.

Health insurance is required for all Duke students. If you choose to enroll in Duke's student medical insurance plan (Duke SMIP), The Graduate School will cover the cost of your individual premium through the first six years of your study. Information on the Duke SMIP can be found on the student health website (%STUDENT_HEALTH_GRAD%). International students holding F-1 or J-1 visas are required to enroll in the Duke SMIP. Domestic students may choose not to enroll in the Duke plan; however, those who do not enroll must meet the waiver criteria (which can also be found on the student health website at %STUDENT_HEALTH_WAIVER%) and provide proof of comparable alternative insurance coverage.

In October 2014, the Council of Graduate Schools (CGS) renewed the Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which outlines student rights and obligations concerning acceptance of offers of financial support. A copy of this resolution can be accessed on the CGS website at %CGS_RESOLUTION%.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution's stamp on the outside of the envelope.

Through this offer of admission and financial support, we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a Ph.D. program is a significant milestone in your academic career. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

DEAN’S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
PHD DEPARTMENT NOTIFIES OF SERVICE LETTER
(TEMPLATE)

Dear {AddrNamePrefixDE} {AddrFirstName} {AddrLastName}:

I am pleased to inform you that you have been admitted to Duke University's %ACAD_PLAN% Ph.D. program for the 2018 fall term. Duke University operates with a highly selective admissions policy, and I congratulate you upon this positive decision.

Details of your first-year financial support package are listed under the Financial Aid tab of your Applicant Self-Service account. Additional details about stipend payments will be communicated to you by your department. Note that your stipend payments may not begin until the end of September. You should, therefore, plan to support yourself financially through your first month of study.

Information regarding Duke University requirements, course registration, housing, disability services, and other important matters can be found online at %GRAD_ADMIT_INFO%.

The Graduate School and your department will ensure that you are supported through at least your fifth year of study—which means we will provide you with the standard departmental stipend and pay your tuition and fees for those years—provided that you remain in good academic standing, fulfill your department's requirements for teaching and/or research training, and are making satisfactory progress toward your degree. (Your admitting department will communicate its teaching and research training expectations to you directly.) In addition, you will have access to the many professional development programs (%GRAD_PROFDEV_INFO%) and student support services (%GRAD_STUDLIFE_INFO%) of The Graduate School, all of which are designed to help you succeed here at Duke and beyond.

After the fifth year, you are responsible for tuition and fees, but most of our students obtain external or departmental funding to cover those costs. You can find more information about our financial support at %GRAD_PHD_SUPPORT%. For a full breakdown of the cost of attendance, see %GRAD_COST_ATTEND%. I also encourage you to speak with your program’s director of graduate studies if you have questions about departmental funding.

You are considered a vital participant in meeting the Ph.D. funding commitment. We expect you, as a member of the Duke graduate community, to make a good faith effort to apply for all possible institutional and external scholarships and fellowships available to students in your field. Not only do external

Last updated: December 20, 2017
scholarships and awards support The Graduate School's commitment to provide at least five years of full support for all Ph.D. students, they are also a prestigious and valuable acknowledgement of your research and scholarship. In the event that you are successful in the competition for an external scholarship or fellowship that can be used for your first year of study, we expect that you will accept that award in place of Duke's support package and notify us accordingly. To ensure that your acceptance of any external award does not put you at a financial disadvantage, we will supplement the external fellowship, as needed, to bring your support to at least the total amount outlined in the offer of financial support.

Health insurance is required for all Duke students. If you choose to enroll in Duke's student medical insurance plan (Duke SMIP), The Graduate School will cover the cost of your individual premium through the first six years of your study. Information on the Duke SMIP can be found on the student health website (%STUDENT_HEALTH_GRAD%). International students holding F-1 or J-1 visas are required to enroll in the Duke SMIP. Domestic students may choose not to enroll in the Duke plan; however, those who do not enroll must meet the waiver criteria (which can also be found on the student health website at %STUDENT_HEALTH_WAIVER%) and provide proof of comparable alternative insurance coverage.

In October 2014, the Council of Graduate Schools (CGS) renewed the Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which outlines student rights and obligations concerning acceptance of offers of financial support. A copy of this resolution can be accessed on the CGS website at %CGS_RESOLUTION%.

This offer of admission is valid until April 15, 2018, or for 15 days from the date of this letter, whichever is later. Please accept or decline this offer using your Applicant Self-Service account. If you choose to accept this offer and have not yet submitted your official, confidential transcripts, please do so as soon as possible. Official transcripts must be sent to The Graduate School directly from the institution issuing the transcript, or by the student in a sealed envelope bearing the institution’s stamp on the outside of the envelope.

Through this offer of admission and financial support, we are expressing our confidence that you will excel in your chosen field. I hope you will decide to enroll at Duke and contribute to the work of our scholarly community. If you have any questions about this admission offer, please contact the graduate admissions office at (919) 684-3913 or grad-admissions@duke.edu.

Admission to a Ph.D. program is a significant milestone in your academic career. Congratulations, once again, on this outstanding accomplishment.

Sincerely,

DEAN'S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
DENY LETTER (SAMPLE)

{LetterPrintedDT}

{AddrFirstName} {AddrLastName}
{Address1}
{Address2}
{City}, {State} {Postal}
{Country}

Dear {AddrNamePrefix} {AddrFirstName} {AddrLastName}:

Your application and supporting documents have been carefully reviewed by the %ACAD_PLAN% department and by The Graduate School. As is often the case, the number of well-qualified applicants for admission to the Duke University Graduate School far exceeds the number of available places. Consequently, we are unable to admit all applicants judged capable of successful graduate work, and I regret that we cannot offer you admission to the %ACAD_PLAN% %DEGREE NAME% program.

Thank you for giving us the opportunity to consider your application. I wish you the very best in your future career.

Sincerely,

DEAN’S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
DENY FROM WAITLIST LETTER (SAMPLE)

{LetterPrintedDT}

{AddrFirstName} {AddrLastName}
{Address1}
{Address2}
{Address3}
{City}, {State}  {Postal}
{Country}

Dear {AddrNamePrefix} {AddrFirstName} {AddrLastName}:

We previously informed you that your application was sufficiently strong to allow for the possibility of admission if additional spaces became available in the %ACAD_PLAN% program. The number of excellent applicants to The Graduate School and our policy of limited enrollment have made it impossible for us to offer admission to more than a small number of the applicants who applied. I regret that our class is now full and we are unable to offer you admission.

Thank you for giving us the opportunity to consider your application. We extend our best wishes to you as you seek to further your studies.

Sincerely,

DEAN’S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
WAITLIST LETTER (SAMPLE)

{LetterPrintedDT}

{AddrFirstName} {AddrLastName}
{Address1}
{Address2}
{City}, {State}  {Postal}
{Country}

Dear {AddrNamePrefix} {AddrFirstName} {AddrLastName}:

We have reviewed your application to the %ACAD_PLAN% program and are impressed by your credentials. While we cannot offer you admission at this time, your application is sufficiently strong to allow for the possibility of admission at a later date. Your name has therefore been placed on an alternate list from which we will choose if vacancies occur.

If a vacancy should occur, we will notify you promptly by email. In the meantime, please inform us if you make other plans for the next year by logging into your Applicant Self-Service account and declining your spot on the alternate list. We appreciate having had the opportunity to review your application and wish you all the best.

Sincerely,

DEAN'S SIGNATURE HERE

Paula D. McClain, Ph.D.
Dean of The Graduate School
Vice Provost for Graduate Education
DEPARTMENTAL SERVICE REQUIREMENTS LETTER
INSTRUCTIONS & TEMPLATE

Instructions for service requirements letter

- **List the service requirements for years 1 through 5 of Ph.D. study.** We understand that you may not know exactly what future service requirements will be, but please outline your expectations as best you can right now.

- **Be sure to state whether the departmental service requirements are for academic or compensatory purposes.** To prevent errors and financial liability to your department, *please do not reference funding amounts (i.e. dollar amounts) in your service requirement letters.* Note that first-year funding details are already included in the student’s Applicant Self-Service account.

- **Inform the student that (s)he will receive an annual reappointment letter at the beginning of each subsequent academic year.** (You can and should include financial amounts in these reappointment letters. Guidelines for the reappointment letter are in Chapter 4, Part F, item 2 of the DGS Manual: [https://gradschool.duke.edu/sites/default/files/documents/dgs_manual_ch04.pdf](https://gradschool.duke.edu/sites/default/files/documents/dgs_manual_ch04.pdf).)

- **Include contact information for the department’s DGSA, in case students have follow-up questions.**

Service requirements letter template

A service requirements letter template is included on the next page. You can modify the blue fields in the template as needed to suit your department’s circumstances.

The template is not meant to be 100% “prescriptive.” Please personalize the language in accordance with your department’s requirements and communication style. (The wording of the first, second, and sixth paragraphs, in particular, will most likely vary substantially by department.) You should pay special attention to the details included in paragraphs 3 through 5, but you do not have to use the same exact wording provided in the template.

If you are already sending a welcome letter, you do not need to send a separate letter about service requirements. You can simply merge the details about service requirements into your welcome letter.
Dear [Student Name]:

On behalf of the [Program Name] department, I congratulate you on being admitted to the [Program Name] Ph.D. program. We understand that you may be facing a number of competing offers and deadlines, but we hope that you will thoughtfully consider our offer to join the intellectual community at Duke.

The Graduate School has already sent you an official admission offer, as well as instructions for accepting admission and accessing financial award details in Applicant Self-Service. This letter outlines the service requirements of your admission offer.

As noted in your admission offer, the [Program Name] department, in conjunction with The Graduate School and external funding entities, will support you at or above the standard departmental stipend level and cover your tuition and fees for five years. Your funding for the first academic year, [date range], will consist of a [fellowship/teaching assistantship/research assistantship/graduate assistantship]. Your [fellowship/teaching assistantship/research assistantship/graduate assistantship] stipend will be paid to you in equal monthly installments on the [last workday of the month/25th of the month], beginning in [month and year]. [If necessary, also state the following: As a condition of accepting the teaching assistantship/research assistantship/graduate assistantship, you must provide evidence of employability as required by federal government regulations.]

Funding for the second through the fifth years of Ph.D. study will be provided through a combination of [fellowship/teaching assistantship/research assistantship/graduate assistantship] funds. At the beginning of each of those years, you will receive an annual reappointment letter describing the financial support and service requirements for that year. Note that, as part of their [academic/funding] requirements, all Ph.D. students in the [Program Name] department are expected [to teach/to do research/to provide faculty assistance] for [specified number] semesters. This [teaching/research/faculty assistance] requirement must be met during [specified timeframe] of your graduate studies.

To receive the funding support described in this letter, you must remain in good academic standing, fulfill all departmental service requirements, and be making satisfactory progress toward your degree.

We look forward to welcoming you to the [Program Name] department. If you have any questions about the program or your admission offer, please contact me directly or our department’s program coordinator, [Name of DGSA], at [contact number or email address].

Sincerely,

[Signature of Director of Graduate Studies]

Director of Graduate Studies