User Guide for Applicant Self-Service Center
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The Applicant Self-Service Center

The Applicant Self-Service Center allows you to follow the progress of your application from the beginning to the end of the application review process. As your status changes in regard to your standing with the School of Nursing, you will be able to progressively see more information. On the right is an image of what you may see as an applicant.

Account Activation/Log-in Help

For information about activating or logging into your Applicant Self-Service Center account, please visit http://sissoffice.duke.edu/prospectivestudents/applicantsid.html.
Welcome and My Application Pages

The Welcome and My Application pages in the Applicant Self-Service Center will allow you to view the status of your application, your To-Do List (missing or additional required information), and update/review your personal information.

Application Materials Status/Missing Information

Within the My Application page you can choose between “Admissions” and “Financial Aid.”

Use the “My Application” tab to note the status of your application materials including Test Scores, Transcripts, Recommendations, and To-Do List. The Test Scores will display a list of all the official and self-reported test scores included in your application file. The To-Do List will display any items that are illegible or missing from your application once your application is being processed. The “Financial Aid” section allows you to check receipt of financial aid materials and provides admitted students with the details of their financial support package.
Items that May Cause a Delay in Processing Your Application

Transcripts
- Legible copies of all official transcripts are required for each college or university you have attended.
- Official transcripts must include the university’s seal and cannot be copied from an online grading system.
- Each course taken and the grade received must be listed on your transcripts.
- If your transcripts do not state the degree and date conferred, send a copy of your diploma in addition to your transcript.
- All international transcripts must have a course-by-course evaluation from a NACES approved agency. Visit our international student webpage for more information.
- We receive electronic transcripts. Please have your institutions send them to SON-Documents@dm.duke.edu.
- We only accept official transcripts in their original, sealed envelopes or electronically sent directly from the institutions.
- Failure to submit official transcripts on time, or any misrepresentation, falsification, or omission of information, is grounds for automatic revocation of any offer of admission and financial assistance.

Test Scores
- In order for your application to be considered complete, you are required to have your official test scores sent directly from the testing service to the Admissions Office. You must request that your official scores be sent to Duke University prior to your application deadline. The school code is R5156.

Recommendations
- Three recommendations must be submitted on your behalf in order for your application to be considered complete. Please notify your recommenders in advance so that they will be expecting a notification that explains how to complete/submit the recommendation form.
- All recommendations must be submitted by the application deadline date for the term for which you apply.
- Please also inform your recommenders of this date.
Review/Update Application Details

Under “Review/Update Application Details” you will find instructions for updating your application details and personal information. Some updates are subject to review and approval.
Interview Decision Status

When an “Interview Decision” has been posted to your Applicant Self-Service Center account, you will receive an email asking you to log-in to view your decision. You may see one or more of the following Interview Decisions: Interview Decision-Invited, Interview Decision-Waitlist, or Interview Decision-Not Invited. If you have been invited for an interview, you will receive a separate email with instructions on how to schedule your interview.

Admissions Decision Status

When your admissions decision has been posted to your Applicant Self-Service account, you will receive an email asking you to log-in and view your decision. A View Decision link will be located on the Welcome Applicant page under the Application Status & Quick Links section of the My Application(s) box. You may click this link to view your admissions decision.
For Admitted Applicants Only

Submitting Your Enrollment Decision

One of the most important steps you can take as an admitted applicant is to notify the Office of Admissions of your enrollment decision.

Once you have logged into your account using your Applicant Self-Service login and password, please follow these instructions:

- After reviewing your decision, return to your Applicant Self-Service account and refresh the Welcome Applicant page. Next, click on the “Respond to Offer” link to access the enrollment decision links. **Note: this link will not be visible until after you click the View Decision link and refresh the Welcome Applicant page.**

- Submit your enrollment decision by clicking the appropriate link (“Accept” or “Decline”) and following the additional instructions.

Please note: to officially ACCEPT your offer of admissions, the Duke School of Nursing must receive your deposit by the deadline stated in your letter of admissions.

If your plans have changed and you no longer wish to pursue your education at Duke School of Nursing, you must decline your offer of admission via the Applicant Self-Service Center. Even if you have already notified your Admissions Officer of your decision via another communication method, we ask that you submit your response via the Applicant Self-Service Center so that it may be electronically recorded in our system of record.

Deferral Requests

As a general rule, the School of Nursing does not permit deferrals unless there are extenuating circumstances beyond a student’s control that would prevent them from enrolling in the term they were admitted. If you have a concern about your ability to start for the semester admitted, please contact the Office of Admissions and Student Services at 877-415-3853 or SONAdmissions@dm.duke.edu.
For Matriculated Students Only

Financial Aid

Any financial aid items requiring attention will be listed on the Financial Aid page.

Technical Difficulties

If you experience technical difficulties while using the Applicant Self-Service Center, please contact the Duke Service Desk at help@oit.duke.edu or 919-684-HELP (4357). If you have questions about your application or the application process, please contact the Duke School of Nursing Office of Admissions at SONAdmissions@dm.duke.edu or toll free at 877-415-3853 or 919-684-4248.