



User Guide for Applicant Self-Service Center



Table of Contents

The Applicant Self-Service Center.....	3
Account Activation/Log-in Help.....	3
Welcome and My Application Pages.....	4
Applicant Materials Status/Missing Information.....	4
Items that May Cause a Delay in Processing Your Application.....	5
Transcripts.....	5
Test Scores.....	5
Recommendations.....	5
Review/Update Application Details.....	6
Interview Decision Status.....	7
Admissions Decision Status.....	7
For Admitted Applicants Only.....	8
Submitting Your Enrollment Decision.....	8
Deferral Requests.....	8
For Matriculated Students Only.....	9
Financial Aid.....	9
Technical Difficulties.....	9



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>.

The screenshot shows the Applicant Self-Service Center interface. At the top, there are three navigation tabs: 'Welcome Applicant', 'My Application', and 'Financial Aid'. Below the tabs, a welcome message reads: 'Welcome to the Duke University School of Nursing's Applicant Self-Service Center. The status of your admission decision is located in the box on the right-hand side of this page.' The main content area is divided into two sections: 'Admissions' and 'Financial Aid'. The 'Admissions' section contains a list of application materials including Test Scores, Transcripts, Recommendations, and To-do List. The 'Financial Aid' section provides information on checking receipt of financial aid materials and contacting technical assistance. On the right side of the interface, there is a 'MY APPLICATION(S)' section with a dropdown menu for 'Pediatric Nurse Practitioner Primary Care BSN to DNP 2014 Fall Term'. Below this, there are three sub-sections: 'APPLICATION STATUS & QUICK LINKS' with links for 'Application Materials Status' and 'Review/Update Application Details'; 'APPLICATION TO-DO ITEMS' with 'GRE Test Scores' and a 'Details' link; and 'NOTIFICATIONS' with 'No Notifications'.

Welcome Applicant My Application Financial Aid

Welcome to the Duke University School of Nursing's Applicant Self-Service Center. The status of your admission decision is located in the box on the right-hand side of this page.

The Applicant Self-Service Center is divided into two sections: Admissions and Financial Aid.

Use the My Application tab to note the status of your application materials including:

- **Test Scores:** This includes the GRE, TOEFL, and ILETS.
- **Transcripts:** All transcripts including the status will be reflected, however, unofficial transcripts are not acceptable.
- **Recommendations:** The status of recommendations received will be listed.
- **To-do List:** The to do list will show the status of other application materials required for an application to be considered complete such as your receipt of your application fee, resume, portfolio (if required), personal statement, etc.

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. For more information regarding financial aid deadlines and when financial aid awards will be available for view, please visit: [Duke School of Nursing - Financial Aid](#).

Need Technical Assistance?

If you experience technical difficulties while using the Self-Service Center, please contact the Duke Service Desk at help@nit.duke.edu or 919.684.HELP (4357). If

MY APPLICATION(S)

Pediatric Nurse Practitioner Primary Care BSN to DNP
2014 Fall Term

APPLICATION STATUS & QUICK LINKS

- Application Materials Status
- Review/Update Application Details

APPLICATION TO-DO ITEMS

GRE Test Scores Details ▶

NOTIFICATIONS

No Notifications



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.



Applicant Materials Status

Test Scores

Below is a list of the official and self-reported test scores Duke has received. Please note that your application will not be considered on time and complete if Duke does not receive all required official scores from the appropriate testing agency by or before the application deadline.

Official scores displayed are the highest reported scores available. In cases where the self-reported scores are higher than the official scores on file, the highest official scores are displayed. If the GRE was taken prior to August 2011, both the "old scale" score and the corresponding "revised scale" score are shown. Percentile figures are displayed only for the test you actually took; therefore, a percentile figure will not be displayed next to the revised scale score if you took the GRE prior to August 2011.

Most official test scores will have the name of the testing agency listed next to them, while others will be marked as school "Approved" (e.g., "Grad Approved," or "Fuqua Approved"). Neither designation is more meaningful than the other; therefore, do not be concerned if you do not see "Approved" listed next to your scores. "Approved" is simply another way of stating that a score was officially reported by a testing agency; it does not signify that an admission offer is guaranteed or forthcoming, that all required scores have been received, or that an application is complete. (For example, an official GMAT score may be marked "Approved," but if a GRE score is required for the application, the official GRE score must still be submitted.)

Test	Component	Score	%tile	Source
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No test scores have been reported

School of Nursing

Transcripts:

Official transcripts from ALL postsecondary institutions are required. To be considered official, transcripts must be received in a sealed envelope from the issuing institution. If an institution issues electronic transcripts, those can be sent via email to SOIadmissions@dm.duke.edu. Copies of transcripts are considered unofficial.

Please note that all transcripts must be submitted regardless of the time and number of credits earned. If a school is not listed on the application, but discovered through the application review the file will remain incomplete until the documents are received.

To Do List:

The "To Do List" is where you will be able to find the status of other application materials needed for the admissions process outside of the test scores, transcripts and recommendations listed on the My Application tab. Please note that License and Certification information will not be listed on the checklist as most programs/specialties require confirmation after an admission offer is extended. The exception is the CRNA specialty which does require proof of licensure and certification at the point of application. Licenses and certifications received by the Office of Admissions and Student Services will appear in the list below when they are received.

Transcripts

School	Degree	Status	Type	Date Received
FORSYTH TECHNICAL COLLEGE	Associate's	Received	Official	10/02/2013
UNIVERSITY OF NC-GREENSBORO	Bachelor of Science in Nursing	Pending		



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.

The screenshot shows a web application interface with three main tabs: 'Welcome Applicant', 'My Application', and 'Financial Aid'. The 'My Application' tab is active, showing 'applicant materials status' and 'review/update application details'. Below the tabs is a section titled 'Review/Update Application Details' with instructions and a note. A dropdown menu for 'School of Nursing' is open, showing a list of application details with 'change' buttons. Below this is a 'Personal Information' section with a list of fields, each with a 'change' button.

Welcome Applicant | **My Application** | **Financial Aid**

applicant materials status | review/update application details

Review/Update Application Details

You may use this page to update your application details and personal information. Please note that some updates are subject to review and approval by the Office of Admissions and may not be reflected on this page immediately. If submitted changes do not appear within 5 business days, please contact the Office of Admissions for more information.

NOTE: Certain changes will not appear on this page for 3-5 days.

▼ **School of Nursing**

Click the "change" button to make corrections. Some changes are submitted to the admissions office to be processed and will not be reflected on this page immediately.

Application Details

Program	Pediatric Nurse Practitioner Primary Care: BSN to DNP	change
Degree	Doctor of Nursing Practice	
Concentration/Track		
Term	2014 Fall Term	
Full or Part Time	Part-Time	
On-Campus or Online	On-Campus Study	

Personal Information

Full Legal Name	[blurred]	change
Preferred First Name	[blurred]	change
Home Address	[blurred]	change
Mailing Address	[blurred]	change
Email (Preferred)	[blurred]	change
Cell Phone	[blurred]	change
Ethnicity	[blurred]	change
Gender	[blurred]	change
US Citizenship Status	[blurred]	change



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.

Welcome to the Duke University School of Nursing's Applicant Self-Service Center. The status of your admission decision is located in the box on the right-hand side of this page. When your decision is available you will also have the opportunity to respond to the offer through this portal.

The Applicant Self-Service Center is divided into two



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.

Welcome to the Duke University School of Nursing's Applicant Self-Service Center. The status of your admission decision is located in the box on the right-hand side of this page. When your decision is available you will also have the opportunity to respond to the offer through this portal.

The Applicant Self-Service Center is divided into two





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

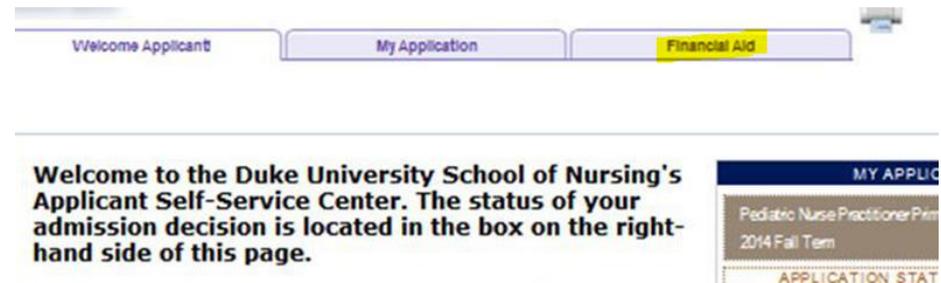
As a general rule, the School of Nursing does not permit deferrals unless there are extenuating circumstances beyond a student's control that would prevent them from enrolling in the term they were admitted. If you have a concern about your ability to start for the semester admitted, please contact the 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, 919-684-2200, or via the web at <http://oit.duke.edu/help/>. 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.