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 University, you will be able to progressively see more information. Below 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://www.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.

Applicant Materials Status/Missing Information

Within the My Application page you can choose between “Applicant Materials Status” and “Review/Update Application Details.”

“Applicant Materials Status” is divided into two sections, Test Scores and Fuqua School of Business. The Test Scores section will display a list of all the official and self-reported test scores included in your application file. The Fuqua School of Business section will display your To-Do List. If there are any items that are illegible or missing from your application, they will be displayed on your To-do List. You will need to click the “details” link to view additional information about the missing item(s).
Items that May Cause a Delay in Processing Your Application

Transcripts

- Legible, scanned 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 the transcripts.
- The degree received and date conferred must be clearly visible on your transcripts.
- If your transcripts do not state the degree and date conferred, upload a copy of your diploma in addition to the transcript.
- If your transcripts are not in English, you must make arrangements to have them translated, attested, and uploaded in addition to the originals.
- To request a transcript, use the “Transcript Request Form” in the “downloadable forms” section in the online application. This form is not part of the official application; it’s provided to assist you in obtaining required information for your application.
- Unacceptable transcripts include self-reported transcripts and scanned copies of unofficial transcripts.
- 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 Fuqua prior to your application round deadline.

Recommendations

- Two 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.
- Both recommendations must be submitted by the application deadline date for the round in which you applied. 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.**
Welcome to The Duke MBA - Daytime Applicant Self-Service Center!

This site allows you to update personal information, check the status of your application, and view your admission decision. Admitted students are also able to view details of their financial support package, as well as accept or decline financial awards.

- 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 admission, The Fuqua School of Business must receive your deposit by the deadline stated in your letter of admission. You must also ensure that your confirmation card and hard copies of your official transcript(s) reach us by the same date.

If your plans have changed and you no longer wish to become a member of Team Fuqua, you must decline your offer of admission via the Applicant Self-Service Center. Even if you have already notified an Admissions Counselor 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**

**NOTE:** We encourage applicants to apply for admission in the year in which they wish to matriculate. If circumstances prevent you from enrollment in that year, you may request a deferral by writing to the Associate Dean of Admissions outlining all details surrounding the request. **Requests for deferral will only be considered for students who have already submitted their tuition deposit.**

Deferrals are granted only in the case of significant, unanticipated, and unavoidable personal emergency. All requests for deferral must include official supporting documentation confirming the nature of the request. Examples of reasons for deferral include military service obligations and medical emergencies for the student or an immediate family member.

If a deferral is granted, applicants are required to pay a non-refundable deferral fee. This fee will be credited toward tuition upon matriculation. If a scholarship is awarded in the year the applicant applies, this award is not guaranteed for matriculation the following year. Scholarship awards will be re-evaluated during the admissions cycle prior to matriculation.
Scholarships/Early Financial Aid

If you have received a merit award, a scholarship letter will be appended to your acceptance letter, viewable within Applicant Self-Service. The same scholarship letter will also be included in your admission packet.

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 Fuqua's Office of Admissions at application-processing@fuqua.duke.edu or 919-660-7705.