



Spring 2025 Exchange Pre-Arrival Action Items

Action Item	Timeline	Website (if applicable)
Submit immunization form and documentation, complete Tuberculosis Screening Questionnaire, and review student health insurance information	Due December 15, 2024 (followed by in-person immunization appointment scheduled by Fuqua during orientation)	Exchange @ Fuqua - Insurance & Immunizations
Mark your calendar for the following mandatory dates: Orientation for students arriving for Spring Semester & Spring 1 term: January 14 & 15, 2025 /Orientation for students arriving for Spring 2 term: March 13, 2025. Note: You may not begin the program without attending orientation in-person.	Immediately	Academic Calendar 2024-2025 (Scroll Down for 2024-2025)
Review Exchange @ Fuqua website	As soon as possible	Exchange @ Fuqua
Submit visa webform listed on Exchange @ Fuqua visa page	Leslie Allen emailed your webform access information in her May message.	Exchange @ Fuqua - Visa Information
Email visa application supporting documents to Leslie Allen (in one PDF document)	Due November 8, 2024.	
Access Duke student account	You will receive access by email from Duke in late September.	Duke student account
Access Duke email and begin checking this email account regularly	You will receive access by email from Duke in late September.	Duke email
Register for courses on in early December	You will receive details in your Duke email account from the Fuqua Registrars in the Fall.	
Pay fees to Duke Bursars Office	You may see that Duke's Spring bill due date is January 5. However, I have confirmed with the Bursar's office that they will NOT place late fees on your accounts in order for you to pay once you arrive in January with a deadline to pay of February 1.	Duke Bursar International Payment Information
Submit photo for your Mobile DukeCard	As soon as you receive your Duke NetID and password	Please visit the DukeCard website for photo requirements and instructions to upload your photo online.
Purchase airfare	At your own pace (after visa appointment), ensure you will arrive in time for your required orientation (dates above)	
Arrange for housing in Durham	At your own pace	Exchange @ Fuqua - Housing
Review technology requirements	At your own pace	Exchange @ Fuqua - Tech & Computer
For travel to the US, arrive with your DS-2019 and passport in hand as you enter US Customs. Do not pack these items in your checked luggage. You can arrive up to 30 days prior to your program start date at the earliest.	Prior to departure for the US	

With questions, please contact Leslie Allen, Assistant Director, International Programs Office at leslie.allen@duke.edu