

Guidelines for Applying

1. Your application and supporting documents must be received by the Enrollment Services Office no later than 5:00 p.m. on October 15 for spring and February 1 for fall admissions. Applications received after the deadline will be considered only after all on-time applications have been reviewed. You are encouraged to submit your application as early as possible to avoid possible delays around the holidays. ,

If the application deadline falls on a weekend or a University holiday the deadline for receipt of paper materials is extended to the next business day. The web application deadline will not be extended.

2. All required tests, the [Graduate Record Examination](#) (GRE), and the [Test of English as a Foreign Language](#) (TOEFL) should be taken well in advance of the Nicholas School's application deadline. It is your responsibility to take tests early enough in the fall to ensure receipt of all required test scores by the application deadline.

3. Supporting documents that are received in advance of your application will be held in the Office of Enrollment Services until your application arrives. All materials related to your application will be filed by your last name or family name. If your application packet is incomplete as the deadline draws near (that is, missing transcripts or letters of recommendation) **DO NOT DELAY MAILING WHATEVER DOCUMENTS YOU HAVE PREPARED.**

4. Your application will not be considered without the application fee. If submitting a web application, you will be able to pay the fee by credit card. If submitting a paper application, payments will be accepted in the form of a check from a U.S. bank, money order, or traveler's check in U.S. dollars payable to Duke University. Application fees are nonrefundable.

Materials sent using courier services (Federal Express, DHL, UPS, or U.S. Express Mail) must be addressed to our street address:

Office of Enrollment Services
Nicholas School of the Environment & Earth Sciences
Duke University
Room A142
Levine Science Research Center
Research Drive
Durham, NC 27708-0330 USA
919-613-8073