

INSTRUCTIONS FOR COMPLETING THE ONLINE MEM/MF/DEL-MEM APPLICATION

1. **Create a ChooseDuke account.** To begin your application, you will need to create an account at: <https://chooseduke.duke.edu/Admissions/Pages/Welcome.aspx>. ***Log out of any existing social media accounts before attempting to create a Duke social media login.** If you need assistance with social media account creation or logging in to ChooseDuke, you may contact our office at admissions@nicholas.duke.edu or request help from our Applicant Help Desk at chooseduke-support@duke.edu.
2. **Work on your application form, then submit.** The system requires you to submit information in 3 sections (General Information, Supplemental Materials, and Recommendations). The online application and application fee must be submitted before you can upload required supplemental materials. Supplemental materials such as unofficial transcripts, essays, resume, etc. can only be uploaded once your application and fee are submitted.
3. **Monitor your application to ensure submission by deadline.** Once your application fee and online application are submitted, you will be able to monitor the submission of your recommendations. Applications must be complete with recommendations by the January 15 deadline in order to be considered for fall admission by the Admissions Committee.

Should you have any questions as you complete your application, please contact us at admissions@nicholas.duke.edu.