



## Leadership Program in Health & Well-Being at Duke Applicant Checklist

### Get Prepared

- Prepare your application. You will need to be ready to upload:
  - Resume or CV
  - Personal Statement (Please limit your response to 1000 words)

### Early Admission

Apply for early admission to save \$500 and be one of the first to secure your spot in the program, if accepted.

- [Submit Application online](#) by **May 15, 2023**.
- If accepted, your deposit of \$1000 (if you apply the discount code to save \$500 from the \$1500 deposit) is due by **June 15, 2023**. You will receive the code to apply the discount in your acceptance letter.

### Regular Admission

- [Submit Application online](#) by **June 15, 2023**.
- If accepted, your deposit of \$1500 is due by **August 1, 2023**.

### All Accepted Applicants

- Once you have made your deposit, you may make additional payments towards your total tuition at any time up until the final payment due date.
- Will you be seeking program tuition support from your institution? If yes:
  - Review the [Convince Your Leadership Toolkit](#) which includes a guide to help you articulate the value and need for your participation, as well as a template letter.
  - Notify the Program Manager, Damian Gallina, [Damian.Gallina@duke.edu](mailto:Damian.Gallina@duke.edu), as soon as possible that you intend to have the program paid for by your employer. Information will be requested that is needed to process employer payment. Please notify the Program Manager by **August 1, 2023**, however, sooner is better.
- Tuition is due in full by **August 15, 2023**.

### Get Ready to Attend

Review the key dates below and start to plan your travel arrangements for the first Leadership Immersion. Information regarding recommended hotel accommodations and other important travel information will be sent after your tuition payment has been received.

Dates	Location	Activity
September 21-23, 2023	Durham, NC	Leadership Immersion I
September 25, 2023	Online	Online Coursework Begins
March 14-16, 2024	Durham, NC	Leadership Immersion II
March 2024 -September 2024	Remote	Mentorship Experience and Business Project Creation
September 18-20, 2024	Durham, NC	Business Project Presentation and Graduation Ceremony