

How to fill out the Duke TIP 4th-6th Grade Talent Search Enrollment Application

- Enroll online **OR** by using a paper application, but **NOT** both. Before beginning, locate the invitation form and talent search brochure that your student received from school. These documents have information that you will need to complete the school ID code and the qualifying test score sections.
- Students need to enroll only **once** during their fourth to sixth grades, and benefits continue to the end of their sixth grade year. **If a student has enrolled in a previous year, do not re-enroll.**
- Students may enroll online or by paper application.

Enrolling by Paper Application (fill-in-the-oval form)

- Use a No. 2 pencil. Do **NOT** use a pen.
- Print information clearly in the boxes above the ovals, one letter or one number per box. Skip spaces only between words.

Correct:

S	A	B	R	I	N	A						
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INCORRECT:

S		A		B		R		I		N		A
---	--	---	--	---	--	---	--	---	--	---	--	---

Correct:

3	0	0		F	U	L	L	E	R		S	T
---	---	---	--	---	---	---	---	---	---	--	---	---

INCORRECT:

3	0	0	F	U	L	L	E	R	S	T		
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- Fill in the corresponding oval in the column below each letter or number.
- Fill in only one oval per column.
- Erase all errors completely. Do NOT use white out.
- Complete all sections.
- Include proper payment or a financial aid form before placing the application in the mail.
- The scantron bubble form is the application for the Talent Search program.
- A separate paper registration form is needed to register for the optional above-grade-level PSAT 8/9 test, available at www.tip.duke.edu/psat89signup. Additional testing fees apply.
- After the application is processed, we will email a confirmation including your student's TIP ID number and instructions on how to create an online account.

Note: It is VERY IMPORTANT to provide an EMAIL ADDRESS so that your student can receive benefits.

Enrolling Online (www.tip.duke.edu/enroll)

- Go to www.tip.duke.edu/enroll.
- If you have never created an online account with Duke TIP, click on 'NEW USERS' in the upper left-hand corner and fill out the new user registration form. This is where you will create a Username and a Password.
- After creating your account, you will be automatically logged into 'DUKE TIP'S ONLINE APPLICATION AND ENROLLMENT SYSTEM'.
- From list of available applications on the left, select the '4th-6th Grade Talent Search'.
- Complete each page of the online enrollment form; making sure to click the 'Save & Continue' button at the bottom of each page.

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- If your child qualifies for free or reduced lunch, please indicate that in the Financial Aid section.
- You will have the opportunity to register your student for the optional above-grade-level PSAT 8/9 test when applying online. Additional testing fees apply.
- At the end of the online enrollment, you will be prompted to pay with a Visa, Mastercard or Discover. Your enrollment will NOT be complete without making a payment.
- If you requested financial aid, no payment is necessary; however, you must submit proper documentation within two weeks. Instructions will be emailed to you.
- Upon submission of the online enrollment, a confirmation email will be sent to the parent email address.
- If you do not receive a confirmation email within 24 hours, please call 919-668-9100. Do not submit your application and payment twice.