Scholarship Application Review Process in MSU Horizons Online Application System

Reviewing a Student Scholarship Application:

1. Use the following link:  
   https://murraystate-horizons.symplicity.com/manager

2. Type in your email and password: (1)

3. Select the link from the column on the left that says “Scholarship Apps” (1)
4. Here, you will see a list of students who have applied for the all study abroad scholarships. We have switched to students filling out one application even if they are applying for several scholarships, so at this point, it will say that all students have applied for the same scholarship. Use the list of students’ names provided to you by the study abroad office to find the applications you need to review. (1)

5. Select the Magnifying glass tool (1) next to the application you wish to review.

6. Click through the links in the left hand column (1) to review the student information that is provided here. You can also view the transcript or any other attached documents under the “Additional Documents” (2) tab on the right.
7. Make note of your recommendations for scholarship recipients to discuss at your scholarship committee meeting. Please notify the Study Abroad Office of your selections.