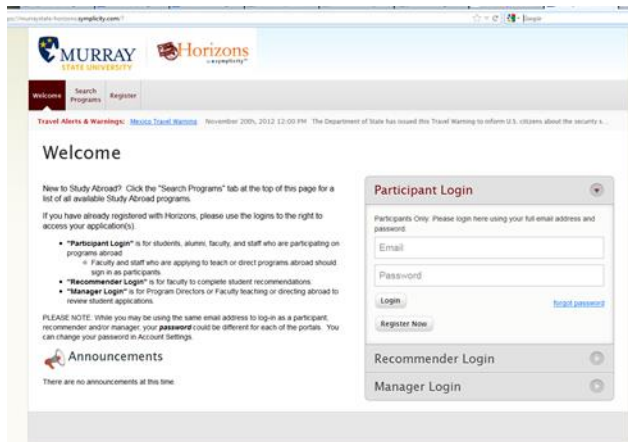
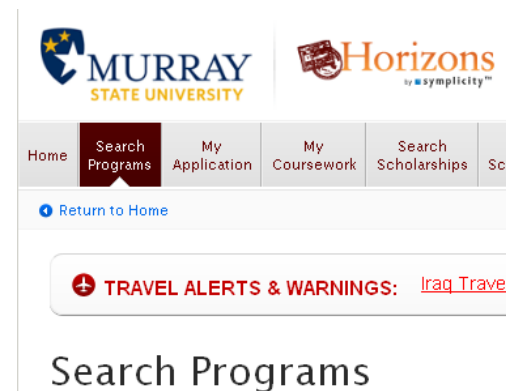


Faculty and Staff applying for International Professional Development programs in the MSU Horizons Online Application System:

1. Use the following link:
<https://murraystate.edu/studyabroadapplication>
Click “Welcome”
2. You must apply as a **Participant**. Type in your email and password if you already have a **Participant** account. Otherwise, you can create one. If you already have a username as a Manager or Recommender, you can use the same one to create your Participant account.



3. Select the link from the column on the left that says “Search Programs”



- Under the **Search Filters**, click on the **Provider** tab and go to “Professional Development (For MSU Faculty and Staff Only)” and click **Search**. This will open the list of programs for faculty and staff professional development.

Search Programs

Any program that requires a Waiver/Consent Form will be marked with the [orange exclamation mark] icon

Search Filters

Provider [dropdown] Destination [dropdown]
Field of Study [dropdown] Features [dropdown]
Term [dropdown] Keywords [text]
Language of Instruction [dropdown] Institution [dropdown]

Search Clear

- Select the program you want to apply to. When the program information comes up, scroll to the bottom of the screen and select **Apply** next to the term you want to apply for. The application will appear in a step-by-step format that gives instructions along the way. Follow the instructions and fill out the information. **Be sure to hit save often, especially on pages that require a longer response time.**



Application for Study Abroad (Pre-Acceptance)

- FILL OUT APPLICATION**
 - Program Selection
 - Passport Information
 - Emergency Contacts
 - Personal Statement
 - Confirmation & Signature
 - Recommendation Request
 - Review & Save
 - Additional Information
- SUBMIT YOUR APPLICATION**

Please complete all parts of the application.
- COMPLETE POST-ACCEPTANCE INFORMATION**

If your application is approved you will have to return and complete additional information before going abroad.

Program Selection

Program:
Brazil: Discover Brazil

Term:
Select the term you will be studying abroad
[Summer 2012]

IF AVAILABLE, are you traveling on the group flight for your program?
You will be required to submit all flight details after acceptance to your program.
 Yes No

Will your department be paying for any portion of your program fee? :
 Yes No

If yes, please specify the source and amount:
If this information changes, please notify the MSU Study Abroad Office
a million bucks.

6. After you finish, you can view your application.


My Application



Congratulations! Your application has been submitted.

A confirmation email containing your application information has been sent to bmanilow@murraystate.edu.

RESULTS Items 1-1 of 1

Actions	Program	Steps
	Professional Development (For MSU Faculty and Staff Only) Brazil: Discover Brazil Application Status: ● Pending Program Application Status: ● Pending View Full Application	<input checked="" type="checkbox"/> Step 1 FILL OUT APPLICATION <input checked="" type="checkbox"/> Step 2 SUBMIT YOUR APPLICATION <input type="checkbox"/> Step 3 COMPLETE POST-ACCEPTANCE INFORMATION

7. After you have been approved or conditionally approved, you will return and complete the **Post-Acceptance** section of your application. This includes your Flight Information, Medical Information, photo, Assumption of Risk & Program Release, Insurance Information, and any additional information you may need to add.

3 COMPLETE POST-ACCEPTANCE INFORMATION

- Flight Information**
- Medical Information
- Photo
- Assumption of Risk & Program Release
- Insurance Information
- Additional Information

Thank you! Please email any questions to msu.studyabroad@murraystate.edu