

HORIZONS HELP:

Faculty and Staff applying to teach on MSU Signature Programs MSU Horizons Online Application System

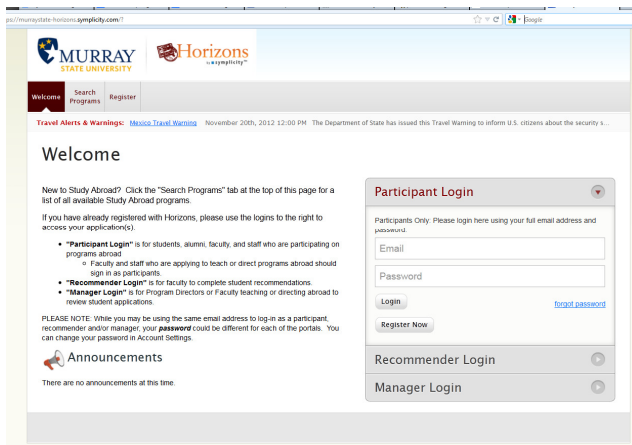
MSU Signature Programs includes **Discover, Experience, Semester in Regensburg, and Faculty-Led Programs** created by MSU Faculty & Professional Staff.

1. Use the following link:

<https://murraystate.edu/studyabroadapplication>

2. If you already have a Participant Account, login with your email and password. This is NOT the same as your MSU login.

If you have not logged in before, you can create a participant login. It is possible to use the same username and password as your Horizons manager/administrator account to make your life easier.



Then fill out the information to create your Participant Account.

Personal Information
 Academic Profile
 Account

Personal Information
MSU ID (M Number) :
If you have not yet been assigned an ID number or are an Alumni without an ID number, please input all 0's.

First Name :
As it appears on your passport.

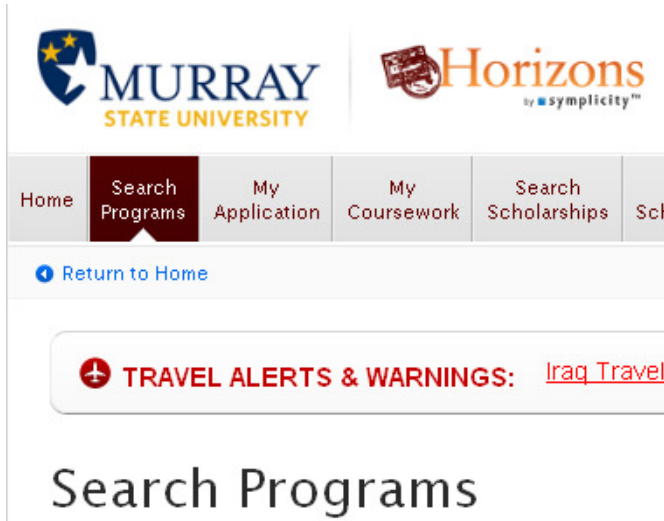
Middle Name :
As it appears on your passport.

Last Name :
As it appears on your passport.

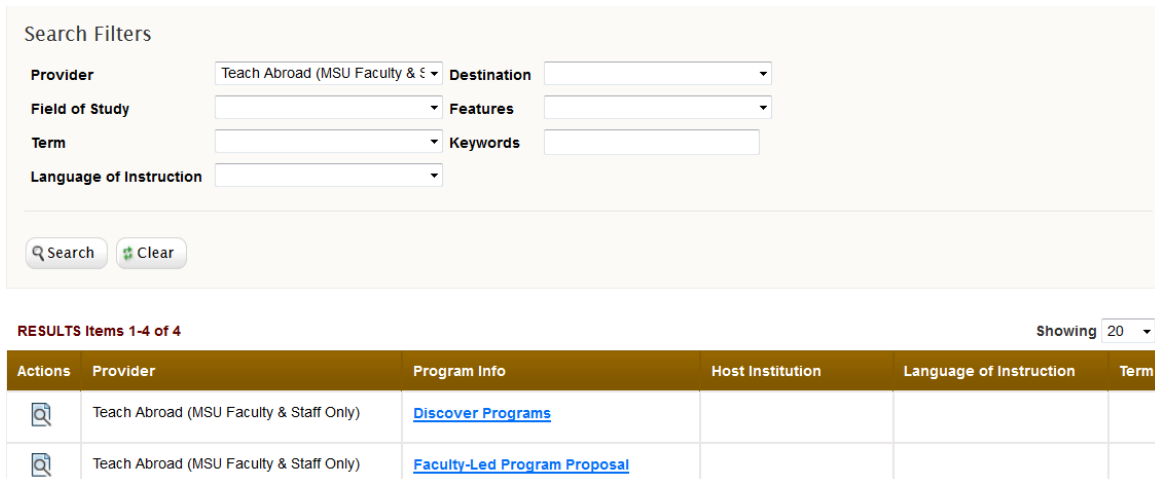
E-mail :
Please provide an email address that you use regularly as email will be our primary form of communication with you.

Date of Birth:

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



4. Here, you will see a list of programs to apply for. Click on the “Provider” tab and go to “Teach Abroad (MSU Faculty & Staff Only)” and click “Search.” This will open a list of programs to apply for.



5. Select one of the programs by clicking “Apply.” Then follow the instructions and fill out the information.

Application for Study Abroad (Pre-Acceptance)

1 FILL OUT APPLICATION

- Professional Information
- Program Proposal
- Course Details
- Program Release & Signature
- Review & Save

2 SUBMIT YOUR APPLICATION

Please complete all parts of the application.

Step to complete:

- FILL OUT APPLICATION

3 COMPLETE POST-ACCEPTANCE INFORMATION

If your application is approved you will have to [click here for more information](#)

Professional Information * indicates a required field

Please list previous teaching or directing abroad experiences.

Provide date, course, country, number of students recruited, and provider (if applicable). If you previously applied to teach abroad but your program did not recruit enough students, please list that as well.

Attached Document(s)

Please upload a copy of your most updated CV. Your application is not complete without this.


File*

Browse... No file selected.

[+ Add Item](#)

Graduate Area*

After you have finished, please click “Submit Application.”

- 1 **FILL OUT APPLICATION**
 - Professional Information
 - Program Proposal
 - Course Details
 - Program Release & Signature
 - Review & Save
 - Additional Information
- 2 **RECOMMENDATION REQUEST**
awaiting approval for recommendations
- 3 **SUBMIT YOUR APPLICATION**
Submit Application 
- 4 **COMPLETE POST-ACCEPTANCE INFORMATION**
If your application is approved you will have to return and complete additional information before going abroad.

Recommendation Request

Recommendation #1

Waive Access *

Yes

Recommender Notification *

I Agree

Recommender

Email *

killerdude@gmail.com

First Name *

killer

Middle Name


dude





Last Name *

At

After you have submitted the application, it will be considered by the Program Proposal Review Committee and you will be contacted with the results.

6. After you finish, you can view your current and past applications.

 Congratulations! Your application has been submitted.
A confirmation email containing your application information has been sent to bmanlow@murraystate.edu.

RESULTS Items 1-2 of 2		Showing 20
Actions	Program	Steps
 	<p>Professional Development (For MSU Faculty and Staff Only) Brazil Discover Brazil</p> <p>Pre-Accept Status: Pending Letters: 0/1 Date: 2012-01-27 09:33:32</p> <p>Post-Accept Status: Not Started Location: Sao Paulo, Brazil</p> <p>Program Application Status: ● Pending</p> <p><input type="button" value="View Full Application"/></p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Step 1 FILL OUT APPLICATION <input checked="" type="checkbox"/> Step 2 RECOMMENDATION REQUEST <input checked="" type="checkbox"/> Step 3 SUBMIT YOUR APPLICATION <input type="checkbox"/> Step 4 COMPLETE POST-ACCEPTANCE INFORMATION
 	<p>Teach Abroad (MSU Faculty & Staff Only) Faculty-Led Program Proposal</p> <p>Pre-Accept Status: Pending Letters: 0/1 Date: 2012-01-27 10:10:26</p> <p>Post-Accept Status: Not Started Location: ,</p> <p>Program Application Status: ● Pending</p> <p><input type="button" value="View Full Application"/></p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Step 1 FILL OUT APPLICATION <input checked="" type="checkbox"/> Step 2 RECOMMENDATION REQUEST <input checked="" type="checkbox"/> Step 3 SUBMIT YOUR APPLICATION <input type="checkbox"/> Step 4 COMPLETE POST-ACCEPTANCE INFORMATION

Items 1-2 of 2 Showing 20

7. After you have been approved, **you will return and fill out the “Complete Post-Acceptance Information” Part of your application.** This includes your Flight Information, Medical Information, A Photo, Emergency Contacts, Passport Information, Program Details, and any additional information you may need to add.

Teach Abroad (MSU Faculty & Staff Only): Faculty-Led Program Proposal

Pre-Accept Status: Approved

Post-Accept Status: Not Started

- ✔ Step 1 [FILL OUT APPLICATION](#)
- ✔ Step 2 [RECOMMENDATION REQUEST](#)
- ✔ Step 3 [SUBMIT YOUR APPLICATION](#)
- Step 4 [COMPLETE POST-ACCEPTANCE INFORMATION](#)

[View Full Application](#)

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