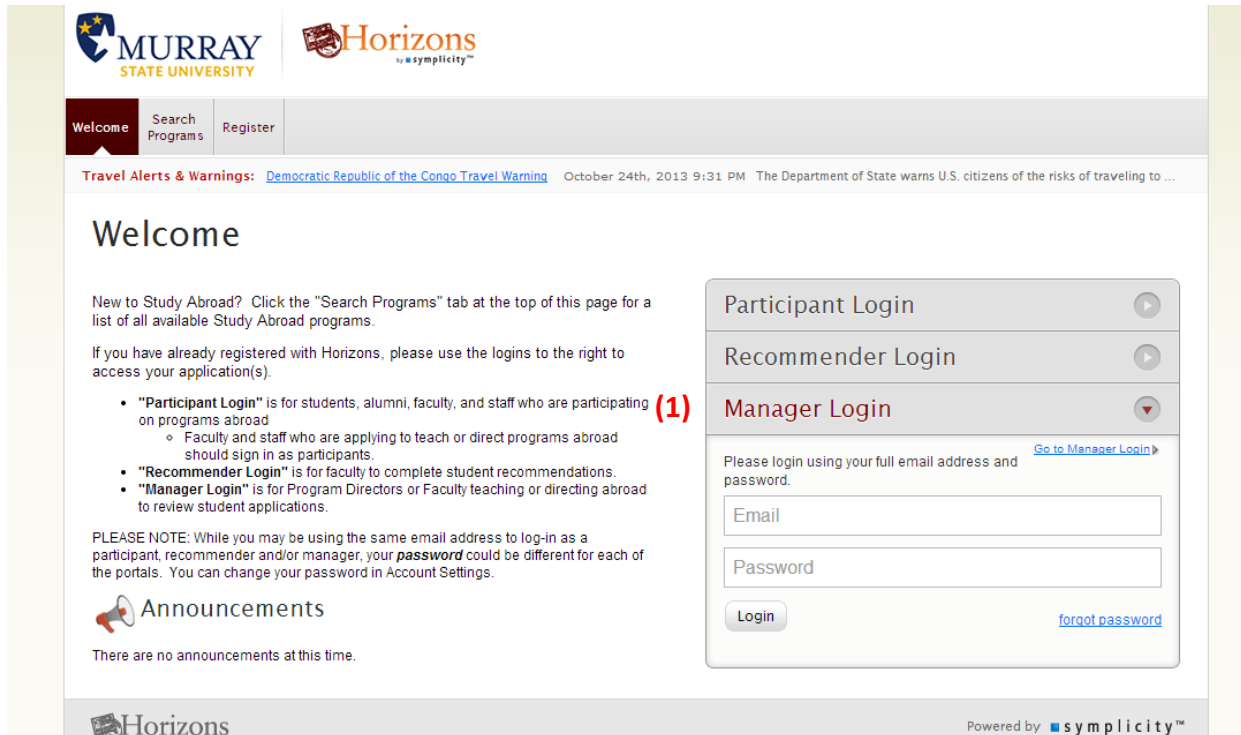


## Reviewing a Student Application in the MSU Horizons Online Application System

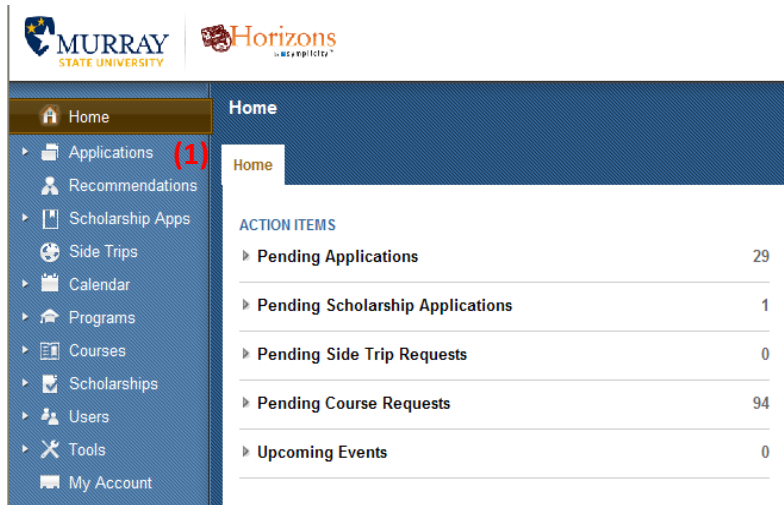
1. Use the following link:  
[murraystate.edu/studyabroadapplication](http://murraystate.edu/studyabroadapplication)



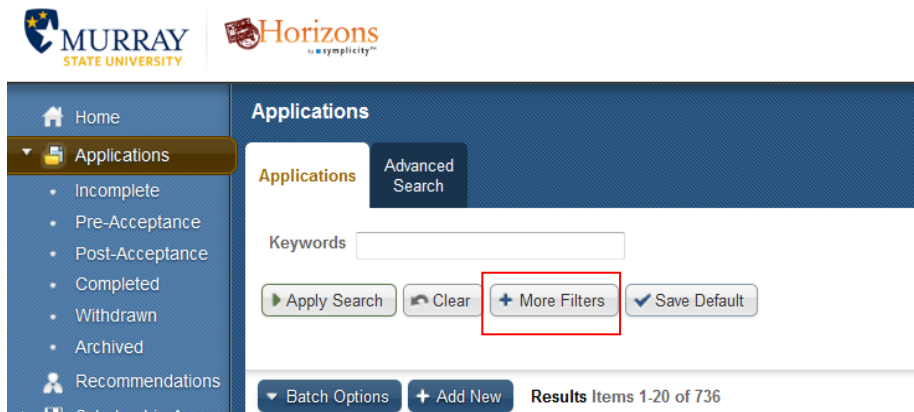
The screenshot shows the MSU Horizons Online Application System homepage. At the top left is the Murray State University logo. To its right is the Horizons logo with the tagline "by simplicity". Below the logos is a navigation bar with "Welcome", "Search Programs", and "Register" buttons. A travel alert banner is visible, dated October 24th, 2013. The main content area features a "Welcome" heading and instructions for new and existing users. A list of login options is provided: "Participant Login", "Recommender Login", and "Manager Login". The "Manager Login" option is highlighted with a red circle and the number "1". Below the login options is a login form with fields for "Email" and "Password", a "Login" button, and a "forgot password" link. An "Announcements" section at the bottom left shows no announcements at this time. The footer includes the Horizons logo and the text "Powered by simplicity™".

2. **IN THE MANAGER LOGIN**, type in your full email and password: **(1)** This will not be the same as your participant log-in. If you need help with passwords, please contact Beth Acreman ([bacreman@murraystate.edu](mailto:bacreman@murraystate.edu), 809-2277).

3. Select the link from the column on the left that says “Applications” (1)



4. Here, you will see a list of students who have applied to participate in study abroad. You can limit this list to only students whose applications are in the current cycle and who have completed their applications. You are only responsible for reviewing this term’s completed applications. When you first log in, and click on Applications, your screen will look like this. Click on the “More Filters” button. **Select “Pending” in the box labeled “Status.”**



**Click on "Term" to select the term you are supposed to be reviewing.**

**If you are on several committees, you can limit your search to only show one program's applications at a time.**

**Choose "pending" in the status box to see only completed applications.**

The screenshot shows a sidebar menu with 'Applications' selected. The main area has a search filter dropdown for 'Term' open, showing a list of academic terms from Spring 2009 to Full Year 2012-2013. A table below shows application results for 'KIIS Spain I Summer' and 'KIIS Berlin Summer'.

Student	Program Info	Status Info
	<b>KIIS Spain I Summer</b> Segovia, Spain Summer 2012	Pre: Incomplete Post: Not Started Recommendations: 1/1
	<b>KIIS Berlin Summer</b> Berlin, Germany	Pre: Archived Post: Not Started Recommendations: 0/0

- Once you have limited the list of students to only complete applications for the current term, click on the symbol with a magnifying glass under "Actions." This will open the application.

Batch Options + Add New Results Items 1-10 of 10 Show

Actions	Student	Program Info	Status Info	Created on	Submitted
  	<b>Susie Smith</b>	Summer 2012	Pre: Returned Post: In Progress Recommendations: 0/0	Jan 31st, 2012	Feb 01st, 20

6. Select the links in the left hand column to review the student information that is provided here. First click “Full Application.” (1) This will include information such as Class Standing and GPA.

7. Click “Program Selection.” (2) Here you can view the courses the student plans to take abroad.

8. Choose “Personal Statement,” (3) to read the essay provided by the student. Please note that **there may be some formatting issues, such as spacing and missing indentations, that the students cannot control.** These formatting issues should not be taken into consideration when reviewing the applications. The students do, however, have access to spell checking capabilities.

9. Choose “Transcript” (4) to check the student’s unofficial transcript. **Please remember that GPA alone is not an indication of success abroad. The minimum GPA requirement for Murray State programs is 2.0 and students wishing to participate in study abroad programs cannot be on academic probation.** A key factor to look for is that the student does not continuously drop and add courses as drop/add is not an option on most Study Abroad programs.

10. When you have finished reviewing the student information, click “Recommendation Request” (5).

11. This will then direct you to the recommendation information submitted by the student’s recommender. Scroll down to see launch a page that shows all of the recommendations that a student has requested. Some students may have multiple requests. You can view how long and in what capacity the student has known the recommender. Also, this shows how the recommender ranks the student on various points from 1 to 5 stars (5 being best). Some stars may not be selected because they are not applicable to the student (such as Research Ability).

12. The recommender may have written their letter in the text box, in which case you can view it by scrolling to the bottom. To view a letter that was uploaded to the application, select the link at the bottom of this page that is below the text “Uploaded Recommendation Letter.” (1) This will launch the letter written by the recommender.

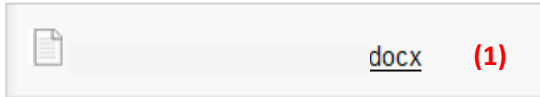
 **Full Application(1)**

- ✓ 1 **PRE-ACCEPTANCE**
  - ✓ **Program Selection (2)**
  - ✓ **Passport Information**
  - ✓ **Emergency Contacts**
  - ✓ **Personal Statement (3)**
  - ✓ **Transcript (4)**
  - ✓ **Application Fee**
  - ✓ **Assumption of Risk & Program Release**

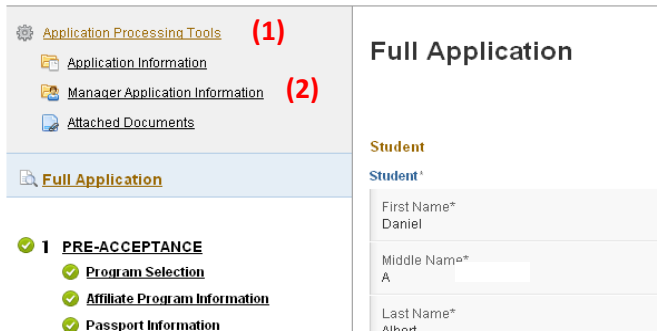
(5) ✓ 2 **RECOMMENDATION REQUEST**

## Recommendation Letter

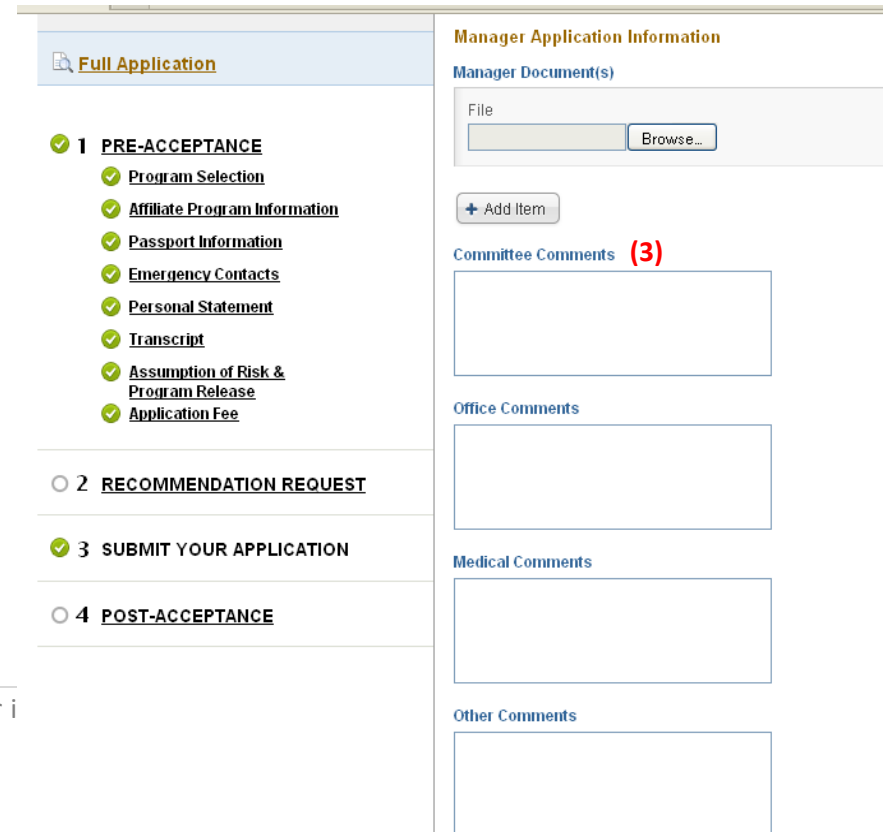
### Uploaded Recommendation Letter



13. Now that you have reviewed the student’s application, you need to provide comments on approval, etc. in the Committee Notes section. To do this, scroll back up to the top of the page. Hover your mouse over “Application Processing Tools” (1) and then click on “Manager Application Information” (2). Information written on this page will only be viewable by members of the committee and the staff of the Education Abroad Office, not by students themselves.



Once on this page, select “Edit.” In the box labeled “Committee Comments” (3) you will be able to see any notes that other reviewers have entered. Please add information in this box regarding your recommendation for this applicant: acceptance, interview, or rejection, or to voice any concerns you have. Please sign your comments with your initials so we can track who has responded. When you have finished, hit “Save.”



Thank you! Please email any questions to [msu.studyabroad@murraystate.edu](mailto:msu.studyabroad@murraystate.edu)