

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

1. Use the following link:  
<https://murraystate-horizons.symphlicity.com/manager>

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

Murray State University Staff Login: Email Address

(1)

Password [Forgot Password](#)

Keep me logged in on this computer

Login

Go to: [Student](#)

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

Murray State University Horizons

Home

Applications **(1)**

Recommendations

Scholarship Apps

Side Trips

Calendar

Programs

Courses

Scholarships

Users

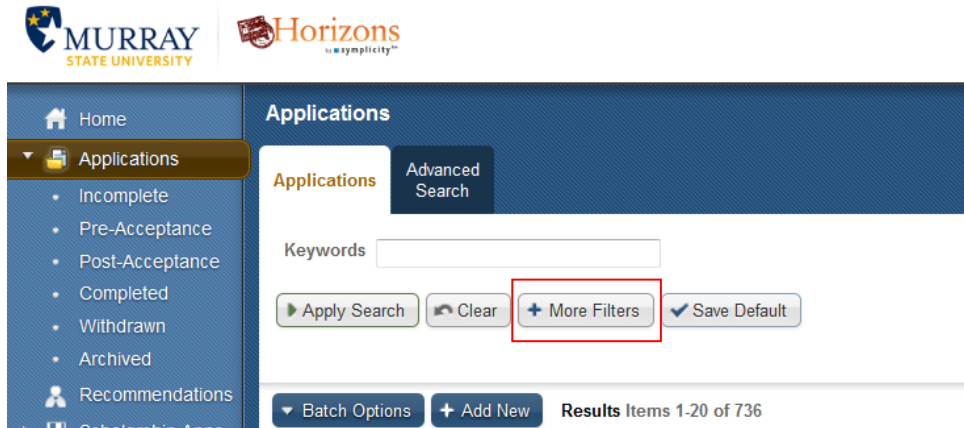
Tools

My Account

**ACTION ITEMS**

|                                  |    |
|----------------------------------|----|
| Pending Applications             | 29 |
| Pending Scholarship Applications | 1  |
| Pending Side Trip Requests       | 0  |
| Pending Course Requests          | 94 |
| Upcoming Events                  | 0  |

4. Here, you will see a list of students that have applied for the programs that you are assigned to. 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.



This screenshot shows the same 'Applications' page but with a search filter dropdown menu open. The dropdown lists various terms from 'Spring 2009' to 'Full Year 2012-2013'. Three callout boxes provide instructions:
 


- One box points to the 'Term' dropdown: "Click on 'Term' to select the term you are supposed to be reviewing."
- Another box points to the 'Program' dropdown: "If you are on several committees, you can limit your search to only show one program's applications at a time."
- A third box points to the 'Status' dropdown: "Choose 'pending' in the status box to see only completed applications."

 The page also shows a 'Post-Acceptance Status' dropdown, a 'Provider' dropdown, and a table of results. The table has columns for 'Student', 'Program Info', and 'Status Info'. Two rows are visible:
 


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


 The page header includes the Murray State University and Horizons logos, the date 'Wednesday, February 08, 2012 | 3:36 pm | Robyn', and a 'Logout' button. A 'Return To Applications' link is also present in the top right corner.

5. 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 **(1)** “Actions.” This will open the student application.

| Batch Options            |  | Add New                   |  | Results Items 1-20 of 657                                    |  | Showing 20 |  | Jump 1 |  | Next > |  |
|--------------------------|--|---------------------------|--|--|--|------------|--|--------|--|--------|--|
| ☰                        | Actions  | Student                   | Program Info   | Status Info  |  |            |  |        |  |        |  |
| <input type="checkbox"/> |  <b>(1)</b> | <b><u>Susie Smith</u></b> | <b><u>KIIS Austria-Bregenz Summer</u></b><br><i>Bregenz, Austria</i> | Pre: Incomplete<br>Post: Not Started<br>Recommendations: 0/0 |  |            |  |        |  |        |  |

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.

 [Application Processing Tools](#)

 **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](#)

---

**2**  
**RECOMMENDATION REQUEST (5)**

---

**3**  
**COURSE APPROVAL**

---

**4**  
**SUBMIT YOUR APPLICATION**

---

**5**  
**POST-ACCEPTANCE**

- [Medical Information](#)

## Full Application

**Student**

**Student\***

|  |
|--|
| Participant Type<br>Student                |
| MSU ID (M Number)*<br><input type="text"/> |
| First Name*<br><input type="text"/>        |
| Middle Name*<br><input type="text"/>       |
| Last Name*<br><input type="text"/>         |
| Date of Birth*<br><input type="text"/>     |
| E-mail*<br><input type="text"/>            |
| Primary Phone*<br><input type="text"/>     |
| Cell Phone<br><input type="text"/>         |
| Citizenship*<br><input type="text"/>       |

- ✓ [Photo](#)
- ✓ [Insurance Information](#)
- ✓ [Flight Information](#)

|  |
|--|
| College<br>College of Humanities & Fine Arts |
| Majors*<br>Psychology                        |
| GPA*<br>3.25                                 |
| Class Standing*<br>Sophomore                 |
| Study Abroad Experience*<br>No               |

#### Program Selection

##### Program\*

|  |
|--|
| Program Provider<br>Murray State University    |
| Program Name<br>*South Korea: Daegu University |
| Program Type<br>Exchange                       |
| Host Institution<br>Daegu University           |
| Location<br>Daegu, South Korea                 |

##### Term\*

Spring 2012

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 launch a page that shows all of the recommendations that a student has requested. Some students may have multiple requests. To access the recommendation, click on the button that says “View Results” (1)

Application Processing Tools

Full Application

- 1 **PRE-ACCEPTANCE**
  - Program Selection
  - Passport Information
  - Emergency Contacts
  - Personal Statement
  - Transcript
  - Application Fee
  - Assumption of Risk & Program Release
- 2 **RECOMMENDATION REQUEST**
- 3 **COURSE APPROVAL**
- 4 **SUBMIT YOUR APPLICATION**
- 5 **POST-ACCEPTANCE**
  - Medical Information
  - Photo
  - Insurance Information
  - Flight Information

## Full Application

Recommendation Request

Recommendation #1

View Results (1)

Waive Access\*  
No

Recommender Notification\*  
I Agree

**Recommender**

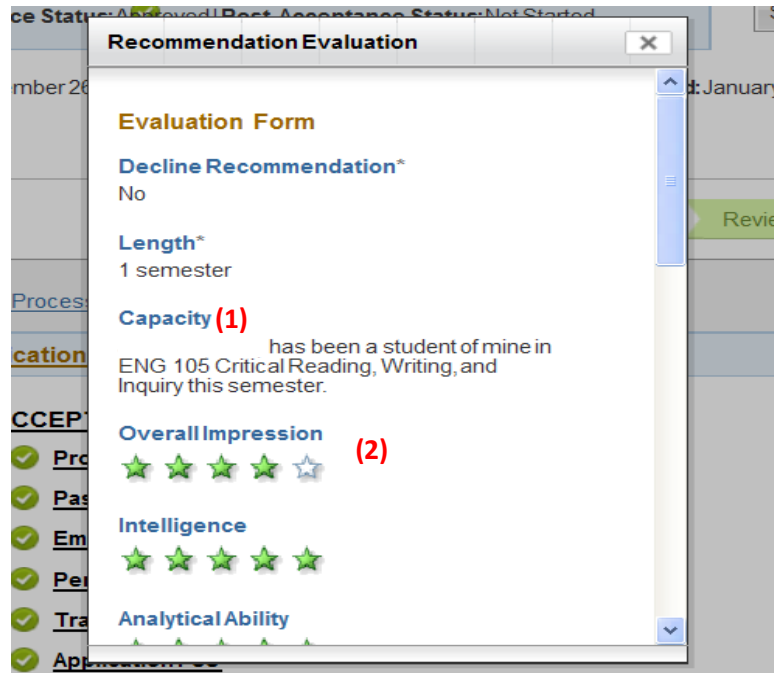
Email\*  
[Redacted]

Title  
0

First Name\*  
[Redacted]

Last Name\*  
[Redacted]

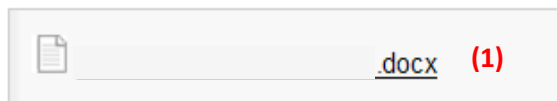
12. This will launch a new tab or window in your browser with a PDF of the recommendation. You can view how long and in what capacity the student has known the recommender (1). Also, this shows how the recommender ranks the student on various points from 1 to 5 stars. (2) (5 being best) Some stars may not be selected because they are not applicable to the student (Such as Research Ability).



13. To view the letter of reference written by the recommender, 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.

## Recommendation Letter

### Uploaded Recommendation Letter



14. Read through the letter then return to the list of student applications by again clicking on the “Applications” tab in the left hand column. **(1)** Locate the student’s name whose application you were just reviewing and once again click on the symbol with a magnifying glass under “Actions.” This will open the student application.

| ☰ | Actions        | Student ▼                 | Program Info ▼   | Status Info ▼  |
|---|----------------|---------------------------|--|--|
|   | <b>(1)</b><br> | <b><u>Susie Smith</u></b> | <u>KIIS Austria-Bregenz Summer</u><br><i>Bregenz, Austria</i><br>Summer 2011 | Pre: Incomplete<br>Post: Not Started<br>Recommendations: 0/0 |

15. When you open the application, click on the “Application Processing Tools” link **(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 Study Abroad office, not by students themselves.

- [Application Processing Tools](#) **(1)**
- [Application Information](#)
- [Manager Application Information](#) **(2)**
- [Attached Documents](#)

---

- [Full Application](#)

## Full Application

**Student**

**Student \***

First Name\*


Middle Name\*  
A

Last Name\*

**✓ 1 PRE-ACCEPTANCE**

- ✓ Program Selection**
- ✓ Affiliate Program Information**
- ✓ Passport Information**

16. In the box labeled “Committee Comments” **(1)** 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 may have. Please sign your comments with your initials so we can track who has responded. When you have finished, hit “Save.”

|  |  |
|--|--|
|  <b>Full Application</b>  | <b>Manager Application Information</b>   |
| <p><input checked="" type="radio"/> <b>1 PRE-ACCEPTANCE</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <b>Program Selection</b></li><li><input checked="" type="checkbox"/> <b>Affiliate Program Information</b></li><li><input checked="" type="checkbox"/> <b>Passport Information</b></li><li><input checked="" type="checkbox"/> <b>Emergency Contacts</b></li><li><input checked="" type="checkbox"/> <b>Personal Statement</b></li><li><input checked="" type="checkbox"/> <b>Transcript</b></li><li><input checked="" type="checkbox"/> <b>Assumption of Risk &amp; Program Release</b></li><li><input checked="" type="checkbox"/> <b>Application Fee</b></li></ul> | <b>Manager Document(s)</b><br><p>File<br/><input type="text"/> <input type="button" value="Browse..."/></p>            |
| <p><input type="radio"/> <b>2 RECOMMENDATION REQUEST</b></p>   | <input type="button" value="+ Add Item"/>  |
| <p><input checked="" type="radio"/> <b>3 SUBMIT YOUR APPLICATION</b></p>   | <b>Committee Comments</b><br><div style="border: 1px solid black; padding: 10px; text-align: center;"><b>(1)</b></div> |
| <p><input type="radio"/> <b>4 POST-ACCEPTANCE</b></p>  | <b>Office Comments</b><br><div style="border: 1px solid black; height: 60px;"></div>                                   |
|  | <b>Medical Comments</b><br><div style="border: 1px solid black; height: 60px;"></div>                                  |
|  | <b>Other Comments</b><br><div style="border: 1px solid black; height: 60px;"></div>                                    |

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