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”
4. 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](image)

5. 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](image)
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 bmarilow@murraystate.edu.

RESULTS Items 1-1 of 1

<table>
<thead>
<tr>
<th>Actions</th>
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<th>Steps</th>
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<td>Professional Development (For MSU Faculty and Staff Only) Brazil Discover Brazil</td>
<td>+ Step 1 Fill Out Application + Step 2 Submit Your Application + Step 3 Complete Post-Acceptance Information</td>
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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.

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