Welcome to the Marquette Horizons Study Abroad System. Below you will find instructions on using all the features in the system. For Marquette students, the system allows advising offices to pull your academic and personal information from CheckMarq, which will prevent you from needing to reenter it, and has been designed for the following purposes:

- **Creating an online study abroad profile:** This will indicate your study abroad interests for advising purposes.
- **Searching for available programs:** You can do a quick and easy search for programs in this system. Please note that you should still use the Marquette study abroad web site ([www.marquette.edu/studyabroad](http://www.marquette.edu/studyabroad)) to get the detailed information on all the programs.
- **Applying for programs:** This is the main function of the system. In your application you will be able to:
  - Complete the application forms electronically
  - Automatically send out reference forms to your recommenders
  - See what documents have been received and when you have been approved

Please read through the instructions before you begin to ensure you understand the system. To jump to a section of interest, just click on the headers below.

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Section 1: Logging Into the System

All Marquette students will be able to log in using their CheckMarq usernames and passwords. Non-Marquette students will need to register with the system to set up an account. All students log in on the main page, displayed below. On this page you can do the following:

**Marquette Students**
I. Log in to the system using your CheckMarq username and password. Each time you log in you will need to agree to two pop up FERPA agreements to access the system.

**Non-Marquette Students**
II. Register in the system by filling out all of your identifying information and creating a username and password. Click on either the top menu bar or the “Register Now” button. After you are dong registering you will be returned to the main page and will need to Log In and agree to the FERPA pop up agreements to access the system.

**All Students**
III. Quickly search available programs before logging into the system. These listings provide a brief overview of the programs and links to detailed information on the Marquette web site.
IV. View important announcement and instructions
Section 2: Navigating your Home Page

After logging in you will be taken to your Home Page. This page is personalized to your account. Before you have begun any applications the page will appear as it does below. From this page you can:

I. Search for programs to begin an application  
II. View any applications you have already started  
III. Create and view your profile (includes academic info and personal info pulled from CheckMarq and your study abroad interests)

If an application had been started for this student, the basic application info would also appear here, with more detailed info in the "My Application" section seen above.
Section 3: Viewing Your Profile

If you click on the “My Profile” button on the top navigation bar, you will be taken to your profile page, shown below. From this Page you can do the following:

I. View your Personal Information (MU Students do not edit this info – this is from CheckMarq)
II. View your Academic Profile (MU Students do not edit this info – this is from CheckMarq)
III. View/Edit your Study Abroad Interests
IV. Edit your Account Info (FOR NON-MU STUDENTS ONLY – MU Students use CheckMarq info)
Section 4: Updating your Study Abroad Interests

ALL MARQUETTE STUDENTS SHOULD UPDATE THEIR INTERESTS WHEN THEY FIRST LOG IN!

You can update your study abroad interests by clicking on My Profile tab on the home page.

This will take you to the Profile section. You should then click on the “Study Abroad Interests” tab, click “Edit”, fill out the form and click “Save”. You can then continue to view info in your “My Profile” section or navigate to another area of the application system.
Section 5: Searching for Programs

When you have clicked on the “Search for Programs” button on the navigation bar, or the link on your home page, you will be taken to the program search page (shown below). At this page you can:

I. Use Search Fields to search for specific programs
II. Click on program listing to see basic program information (use the “Return to List” green button at the top of the page to go back to general listings)
III. Begin an application for that program (this option is also available within the program listing)
Section 6: Starting an Application

When you have chosen the program you are ready to apply for you will need to begin your application. You can start your application in two spots, both under the “Search Programs” section. The first is in the general listings (screenshot #1) and the second is within a specific program listing (screenshot #2). Clicking on the “Apply” button at either of these points will open the online application for your selected program. You can navigate through the application by clicking on the section headers without “officially” beginning your application (screen shot #3), but as soon as you “Save” the first section you will have begun your application and it will be saved in your profile.

Start an Application – Screen Shot #1

Start an Application – Screen Shot #2
Start an Application – Screen Shot #3

I. **Application section headers**: Use these to navigate through the application before saving a section if you want to see the sections before you “officially” start your application.
Section 7: Completing and Submitting an Application

Part 1: Completing your Application
Once you have begun an application you will need to complete all of the sections fully.

To submit the online portion of your application you will need to complete the required information in every section. The screenshot below shows you the pertinent areas of the application sections.

I. Section Headers
   These will show you the sections you need to complete in the application. A section in green means you have finished the section, a section in grey means it is incomplete.

II. Section Questions
   These are the questions you will need to complete to finish the section – required questions are indicated with a red star.

III. Save & Finish Later Button
   When all required information is filled in, clicking this button will save your information and take you to the next section.

IV. Save & Continue Button
   When all required information is filled in, clicking this button will save your information and take you to your “My Application” page with information on your application status.

Continue through the application until you have completed every section. Make sure to read all question prompts carefully! When you have completed every section you will need to review and save the application before you can submit it (see next step).
Part 2: Reviewing and Submitting Your Application

When you have completed all of the sections of your application, you will be asked to Review & Save (screen shot below). At this stage you can:

I. Review all your application information
II. Go back to section to change any information
III. Submit your application

Upon submitting you will be taken to the “My Application” section.

![Application for Study Abroad (Pre-Acceptance)](image-url)
Section 8: Letters of Recommendation

Depending on the program you have selected you will need to submit up to three letters of recommendation. This will be indicated within the application. In recommendation section of your application you will need to enter your recommender’s name and email. (If using a Marquette email, you must use the full “@marquette.edu” address.) After you have “Saved” that section, the system will send your recommender(s) a message with log in information so they can go into the system to fill out your recommendation. **Remember, those emails only go out after you “save” the information in the recommendation section.**

**IMPORTANT NOTE:** It is your responsibility to inform your recommender(s) of your study abroad interests and requirements. You should contact them before you send them the email through the system to give them prior notice and to get their permission. Also, you absolutely must give them an appropriate amount of time to complete your reference so you need to fill out the recommendations request section well before the application deadline.

Letter of Recommendation Application Section

I. Complete all required recommender information

II. Accurately enter email address (if a Marquette address you must use full “@marquette.edu”)

III. Add another recommender if your program requires multiple letters by click on “Add Recommendation”

[Diagram showing the application process for submitting letters of recommendation]
Section 9: Checking Application Status

You can always check the status of your application and any required materials from the “My Application” section of the system (see screenshot below). This can be accessed from the top navigation bar at anytime in the system. At this page you can:

I. Check the status of your application and received materials  
   **Note:** some required materials listed here are for post-acceptance purposes. You are only required to submit what you have been prompted to submit in the application form.

II. When and if you are approved, you will be able to see and complete post acceptance info here
Section 10: Completing Post Acceptance Information

If your application is approved you will be granted access the post acceptance information. **You will need to log in to the system to complete the online requirements.** You can access the post acceptance information by clicking on the “My Application” section (see below).

I. “My Application” section

II. Check application status
   This will note whether you have been approved, whether your post acceptance info is complete, and any outstanding forms to be submitted.

III. Access online post acceptance sections

If there are any sections of the online post acceptance information you cannot complete – you may not have your passport information or travel plans finalized – you can skip the section and come back to complete it when you have the information. **You will not be able to save and complete the final review section of the post acceptance info until all other sections are complete.**

If you don’t have information to complete a post-acceptance section (i.e., you don’t have a passport), just skip the section by clicking on the next section’s header. You can come back and complete any unfinished sections at any time. **Note: You should not complete the final step until all other sections are complete.**