Applying to Harlaxton!

Harlaxton College has an online application system called “myHarlaxton”. You will submit all of the forms required by Harlaxton through this. (You should also check your home University study abroad requirements!)

Follow the step-by-step instructions throughout this document to open an online myHarlaxton application. The screenshots will give you an idea of what each page/part of the process will look like.

Should you have any further questions, don’t hesitate to contact the UE Harlaxton Office by emailing harlaxton@evansville.edu or calling us at 812-488-2039. You can also speak with your home University Study Abroad advisors.

Make sure you read all of the Learning Content, especially when referring back to this regarding your Login Information throughout the Harlaxton process and the Harlaxton Handbook.
1. Visit https://studyabroad.evansville.edu/ and select “Programs”:

2. On the Programs page, search for “Harlaxton Semester” under Program Name, then select either Harlaxton Semester or Harlaxton Summer:
3. Click “Apply Now”:

4. Select that you “do not have login credentials to this site” and Submit:

5. Complete ALL the information, select which University you currently attend, and “Create Account”: 
6. You will see this screen next:

7. Go to your email and follow the instructions provided. When you click the link, you will come to this screen:

8. Check that you DO have login credentials received by mail and “Submit”! Using the temporary credentials provided in your email, you can now log in to your myHarlaxton account.
9. You will then be asked to set your security questions and reset your password:

![Choose Security Questions](image)

10. Select the semester or summer for which you are applying.

11. You will now be on your program page! To complete this, you will need to click on and answer the following Questionnaires for your pre-acceptance application:

- Harlaxton Applicant Information
- Harlaxton Application Fee*
- Harlaxton Application Questions
- Harlaxton Relatives

* (You will be asked to pay a $45 Harlaxton application fee through the link in the relevant questionnaire. This is completely separate from any home institution study abroad application fees. When making the payment, you will be prompted for an ID. Use your home University ID at this point; University of Evansville staff will change it to your UE ID once your application is complete and has been processed.)
Once this is all complete, please wait for an email stating that you have been accepted to the program! You can then follow the steps on the email you receive 😊

Please Note:

After Acceptance, you will still need to log back into your myHarlaxton application to complete all the new Questionnaires, read all the new Learning Content, and submit all the new online Signature Documents.

In order to sign the online material, you will first have to submit a Signature Verification Form, which you can download from your account. To do this, print out the form, sign it, and scan it back in an email to us along with a valid, signed form of ID (either a driver’s license or passport). We will then upload this into your account.