



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!)

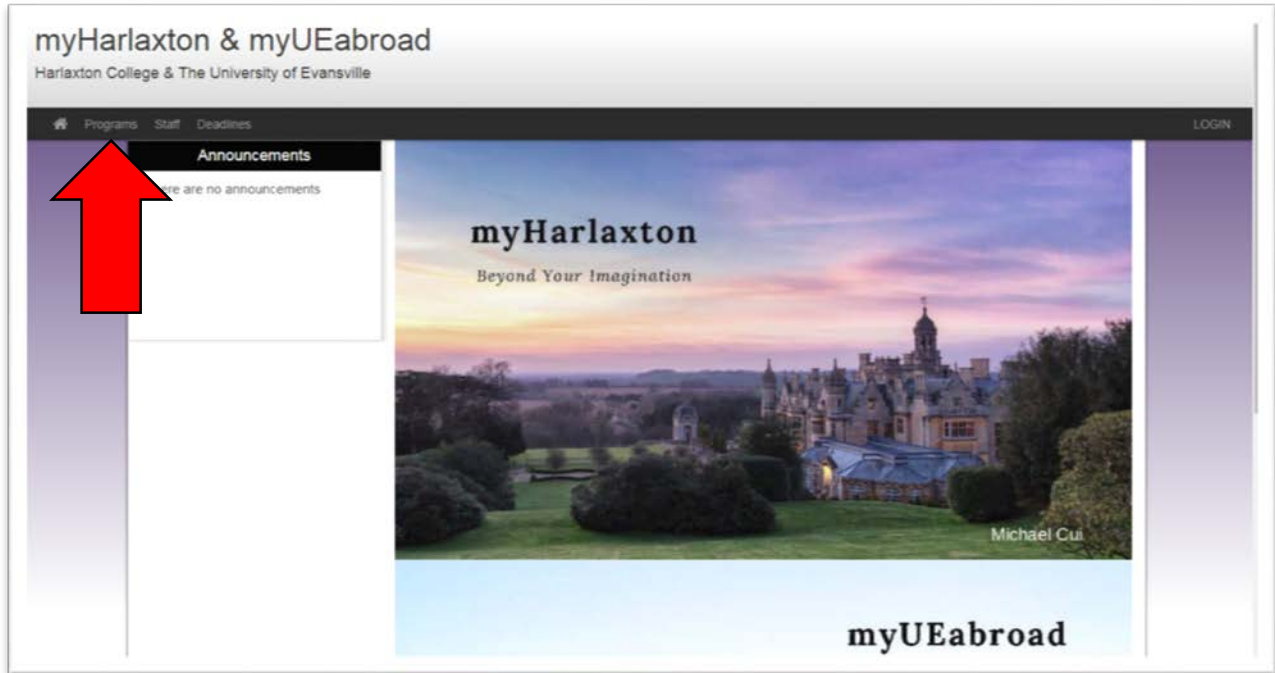
Follow the **step-by-step instructions** throughout this document to open an online myHarlaxton application. The screenshots will give you an idea of what each page/part of the process will look like.

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:

Programs : Search (simple)

Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search.

Simple Search

Show:

Program Name Term

City Country Region

Program search results

Program Name	City	Country	Region	Save/Share
★ British and US Healthcare Systems- 10 Day at Harlaxton	Grantham	United Kingdom	Europe	
★ Harlaxton Alternative Service Weekend- Habitat for Humanity	Warsaw	Poland	Europe	
★ Harlaxton Ambassadors	Evansville	United States	North America	
★ Harlaxton- Faculty and Family	Grantham	United Kingdom	Europe	
★ Harlaxton Meet A Family	Harlaxton	United Kingdom	Europe	
★ Harlaxton Resident Assistant Application	Harlaxton	United Kingdom	Europe	
★ Harlaxton Semester	Harlaxton	United Kingdom	Europe	
★ Harlaxton Summer	Grantham	United Kingdom	Europe	



3. Click “Apply Now”:

Harlaxton Semester (Outgoing Program) ★ Featured

Locations: Harlaxton, United Kingdom

Program Terms: Fall, Spring

Homepage: Click to visit

Budget Sheets: Fall, Spring

Dates / Deadlines

Apply Now

Request Info

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

Please indicate how you will be logging in:

I am a University of Evansville student or faculty member.

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

Submit

5. Complete ALL the information, select which University you currently attend, and “Create Account”:

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

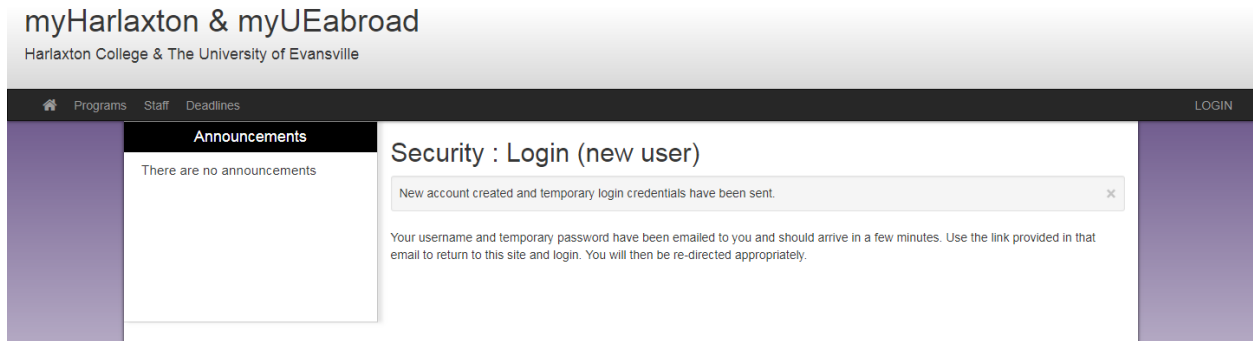
Gender: Male Female Other

Choose Institution: or

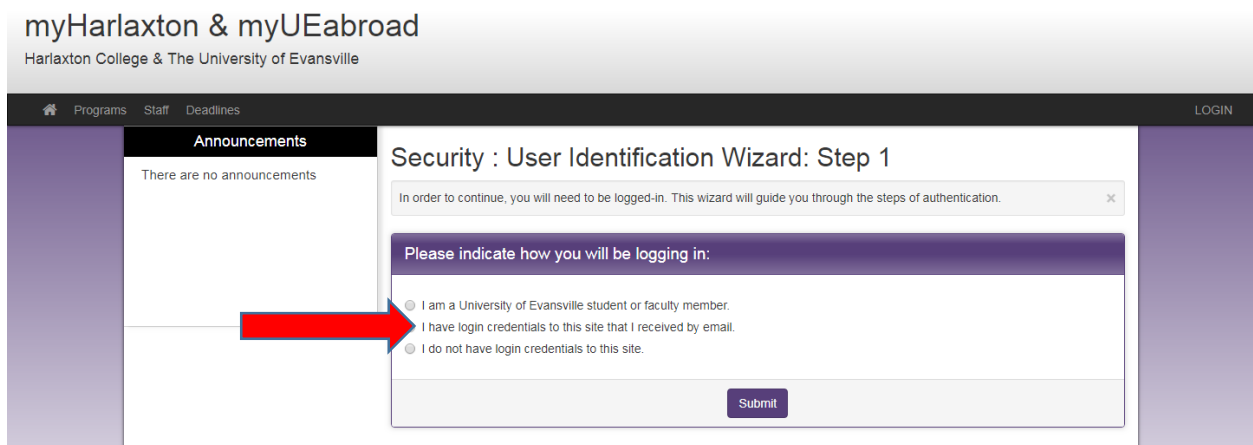
Create Account



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

Select Password Reset Security Questions

Question #1:


Correct Response:

Question #2:

Correct Response:

Question #3:

Correct Response:



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.