



### **Online Admissions Process for Upper School Applicants**

1. Completion of Inquiry Form (*found online at <http://www.gisny.org/inquiryform>.*)
2. You will receive login from GISNY Admissions via e-mail *within 1-2 business days*.
3. Proceed to: <https://gisny.myschoolapp.com/> to log in and access our online application system.
  - Your login is your first name and last name, for example, "lanaturner".
  - Your temporary password is the same as your login with the addition of "01". For example, "lanaturner01".
  - After logging in for the first time you will be prompted to change your password. Passwords must be at least 8 characters long and include at least 1 number.
4. Access your Admissions Progress page and complete the following items on your checklist:
  - Complete Application (including payment of US\$350 application fee via credit card.)
  - Submit past Report Cards (upload the prior two years of report cards and if applicable the first half year of the current school year.)
  - Upload a copy of the candidate's birth certificate.
  - Immunization records should be e-mailed to [admissions@gisny.org](mailto:admissions@gisny.org).
  - Download the Elective Forms from the system, fill them out and send them to [mlula@gisny.org](mailto:mlula@gisny.org)
  - Once all the prior materials are received, an interview with the Head of School will be scheduled by GISNY Admissions.
  - If required, a language and subject test will be scheduled by GISNY Admissions.

*Once the above steps are completed the Admissions team will review the candidate's complete application and notify you of the decision. Upon acceptance, continue with the following, remaining checklist items.*

5. Submit a non-refundable acceptance fee of US\$1000 to hold candidate's place in class.
6. Sign and submit an enrollment agreement (to be provided by GISNY around April) to confirm enrollment.