



Online Admissions Process for Lower School Applicants

- Completion of Inquiry Form (*found online at <http://www.gisny.org/inquiryform>.*)
- The admissions officer will create a profile for the candidate and invite the parents to access the admissions portal.
- The parents will receive an email invitation with the subject **"Connect to German International School New York"** to set up their Blackbaud account password.
 - Your username is the email address you have provided in the inquiry form
 - If you have a Google account, you will be able to choose *Sign In With Google*
 - If your email account is not with Google, you must create a password.
- To access the admissions portal and start the application process, proceed to:
<https://gisny.myschoolapp.com/>
- Access the admissions progress page and complete the following items on the checklist:
 - Complete the application, including the US\$350 application fee payable via credit card.
 - Submit report cards for the past two years and, if applicable, the first half year of the current school year.
 - Upload a copy of the candidate's birth certificate.
 - Upload the candidate's immunization records.
 - Request a confidential reference from a current or recent teacher (the referrer can send the completed reference form directly back to GISNY via email.)
 - Once all the prior materials are received, the admissions officer and the Head of the Lower School will review the application.
 - 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 a decision. Upon acceptance, please continue with the remaining checklist items listed below.

- Submit a non-refundable acceptance fee of US\$1,000 to hold the candidate's place in class.
- Sign and submit an enrollment agreement (to be provided by GISNY around April) to confirm enrollment.