



### **Online Admissions Process for Accepted Applicants**

If you have received the notification from GISNY that your child was accepted, we ask that you now login to our admissions portal to access your admissions progress page and view your acceptance letter.

Here are instructions on the next admission steps:

- To access the admissions portal and view the acceptance letter, proceed to:  
<https://gisny.myschoolapp.com/>
- View your online Decision Letter and complete required steps.
  - To access your online Decision Letter, go to your “Files & Forms” page from the menu on the top right of your screen or click on the “(!)Forms to Review” at the top of the page.
  - Your online Decision Letter will ask you to either accept or decline the offer of admission, please indicate your decision on the form and press “submit.”
  - Should you accept admission, you may pay the US\$1,000, non-refundable acceptance fee directly through the online portal using a credit card.
- Access your Admissions Progress page and view your checklist:
  - This checklist is visible to parents so that you are informed about where you are in the process.
  - The GISNY admissions team checks off or waives items on your checklist as we move through the admissions and enrollment process. You will recognize the steps you have already completed or that were waived as being checked.
- Once the acceptance letter is signed and the enrollment fee paid, around April GISNY will use this portal to send you an enrollment agreement, which must be signed and returned to school. Further instructions on this will be provided at that time.

Thank you and please forward any questions to [admission@gisny.org](mailto:admission@gisny.org).