



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

If you have received notification from GISNY that your child was accepted, we ask that you now login to our admissions portal to access your admissions progress page to view your acceptance letter there. Moving forward, important next steps in the enrollment process will be conducted online.

Here are instructions on how to access your admissions page:

1. 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.
2. 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" alert 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 enrollment fee directly through the online portal using a credit card.
3. 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 GIS 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.
  - If the candidate’s immunization records have not yet been submitted, they are due immediately upon acceptance. Immunization records cannot be uploaded to the online portal, please send them via email to [admissions@gisny.org](mailto:admissions@gisny.org).
4. If the immunization record is received 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).