



Online Admissions Process for Lower School Applicants

1. Complete Inquiry Form (*found online at <http://www.gisny.org/inquiryform>.*)
2. Receive login from GISNY Admissions via email (*takes 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 (includes payment of US\$350 application via credit card.)
 - Submit Past Report Cards (upload the prior two years of report cards -if applicable.)
 - Submit Birth Certificate (upload a copy of the candidate’s birth certificate.)
 - Immunization records should be provided to admissions@gisny.org.
 - Request Confidential Reference from a current or recent teacher (the referrer can send completed reference form directly back to school online.)
 - Once all the prior materials are received, an interview with the Head of Lower School will be scheduled by GIS Admissions.
 - If required, a language or subject test will be scheduled by GIS 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, continue with the following, remaining checklist items.

5. If candidate’s immunization records have not yet been submitted, they are due immediately upon acceptance. Send them to admissions@gisny.org.
6. Submit a non-refundable enrollment fee of US\$1000 to hold candidate’s place in class.
7. Sign and submit an enrollment agreement (to be provided by GISNY around April) to confirm enrollment.