



Thank you for your interest in the **German International School Washington D.C.** Provided below is a checklist of the items needed for your child's application to be considered for admission.

### Preschool Admissions Checklist

For GISW Preschool admissions for children age 2-4, the process focuses on ensuring that students are developmentally ready for a preschool environment. Please follow the steps below via our Blackbaud Applicant Portal to complete the admissions process:

1. **Application Form (required for all applicants)**
  - ☐ Complete the school's application for Preschool by creating an account via the Blackbaud Applicant Portal.
  - ☐ Pay non-refundable \$150 application fee via the Blackbaud Applicant Portal.
2. **Birth Certificate (required for all applicants) & Visa (if applicable)**
  - ☐ Upload a copy of the child's birth certificate for age verification. GISW requires children to be at least **2 years old** for the 2-year-old program and at least **3 years old** for the 3 and 4-year-old program.
  - ☐ Upload a valid US visa for international students. **(Due before first day of school)**
3. **Health Form with Application (required for all applicants)**
  - ☐ Submit Parent Health Form (no doctor's appointment required) with application, available as download through the Blackbaud Applicant Portal.
4. **Emergency Contact & other Medical Forms (required for all applicants) Due before first day of School.**
  - ☐ Complete medical and emergency contact information forms after acceptance to GISW via **Magnus Health**. You will receive an invitation to join Magnus, our health portal for medical documents, from [service@magnushealthportal.com](mailto:service@magnushealthportal.com).
  - ☐ Provide up-to-date immunization records after acceptance to GISW **via Magnus Health**.
  - ☐ Submit physical examination records (typically from within the last 12 months) after acceptance to GISW **via Magnus Health**.
5. **References & Recommendations (required for all applicants)**
  - ☐ Request and submit a reference from any previous/current preschool, daycare, or caregiver **if applicable**. Reference Form will be available through the Blackbaud Applicant Portal.
6. **Parent Interview (required for all applicants)**
  - ☐ Attend an interview with the Admissions Team or Director of Preschool, where staff will ask about your child's personality, home environment, and developmental history. Schedule the (in-person/virtual) interview through the Admissions Portal.
7. **Student Visit (required for all applicants) & Parent Tour (optional)**
  - ☐ GISW requires a short visit where the child plays and interacts with staff to assess social and emotional readiness. Student Visit will be scheduled through the Admissions Office after receiving the Application.
  - ☐ Parents will also have the opportunity to tour the Preschool facilities during this time.
8. **Check Application Status**
  - ☐ Parents may check the status of their child's admission file online by visiting, the Blackbaud Applicant Portal. If you have questions about the admission application process, please contact us at [admissions@giswashington.org](mailto:admissions@giswashington.org).
9. **Tuition Assistance Program (Financial Aid) (if applicable)**
  - ☐ If applying for financial aid, submit the **Financial Aid for School Tuition (FAST)** form by February 15. You may find more information on the [tuition page](#) on the GISW website.
10. **Non-Refundable Enrollment Fee (required for all students) & Contract Deposit (if applicable)**
  - ☐ GISW charges a **\$2000 non-refundable enrollment fee** upon acceptance.
  - ☐ Families will receive a contract for electronic signature via the Blackbaud Parent Portal with a **\$1000 deposit fee due at signing**. The contract deposit fee is deducted from tuition fees on your final bill. Tuition fees are prorated for mid-year enrollments.