Online Application Instructions

STEP 1: Visit the Application Portal to create or login to a student account:

https://applyisp.basised.com/apply/

1. If you have an account then fill in your information and click **LOGIN.** If you have applied before, use the same Username and Password.

2. If you already have an account but have forgotten your password:
   - Click **FORGOT YOUR PASSWORD**
   - Enter your email address
   - Click **GET PASSWORD**
   - Your new password will be sent to the email you provided

3. If you need to create a new account:
   - Scroll down the webpage to the box labeled "If you **DO NOT** have an account" and fill in your information.
   - Click **CREATE ACCOUNT**

If you do NOT have an account
please create an account using the form below:

Guardian First Name:	
Guardian Last Name:	
Guardian Email:	
Confirm Email:	
Good Password:	••••••••
Confirm Password:	

☐ Would you like to add a second parent/guardian to your account?

Create Account

* To Users in the Enrollment Portal: The parent who creates the applicant's enrollment portal account ("Application Portal") is the primary user. A secondary user may be added at the primary user's discretion. BASIS will only make user access changes to the Application Portal if presented with (a) written consent by the parents, or (b) applicable court orders. BASIS cannot restrict user permissions in the Portal or monitor parent actions, so parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS will rely and act upon decisions made for the applicant through the Application Portal, unless we are aware that the parents disagree about that decision.

4. You are now ready to login
   - Enter your username
   - Enter your password
   - Click **LOGIN**

STEP 2: Add child/application to account

1. Click **DASHBOARD** located at the top of your screen
2. Click on the link **START A NEW APPLICATION**
3. Read the requirements and policies
4. Click the check box to agree to the requirements and policies

School Year

i.1 *School Year Applying For: 2018-2019 ▼

Start Application for Another Student

i.2 *Is this student currently enrolled at a BASIS School?

○ Yes   ● No

Requirements & Policies

i.7 *I have read and agree to the Requirements & Policies

☐ I Agree

The BASIS.ed International Student Program would like to assure all applicants that the information gathered on this application is kept confidential, and will not be shared with anyone outside our organization.

IMPORTANT INFORMATION/TIPS FOR FILLING OUT THE APPLICATION:

- You can save what you have already entered and return at a later time to complete the application by clicking the "Save and Exit" button.
- If you need to go back to any step, use the navigation bar to the left, or the "« Back" button at the bottom of the screen.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BASIS.ed International Student Program, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, BASIS.ed International Student Program may disclose appropriately designated "directory information" without written consent, unless you have advised BASIS.ed International Student Program to the contrary in accordance with BASIS.ed International Student Program procedures. The primary purpose of directory information is to allow BASIS.ed International Student Program to include this type of information from your child's education records in certain school publications. If you do not want BASIS.ed International Student Program to disclose directory information from your child's educational records without your prior written consent, you must notify BASIS.ed International Student Program in writing prior to the first day of the student's enrollment. The directory information includes, but is not limited to, the student's name, address, telephone listing, electronic email address, grade level, participation in officially recognized activities and sport, award or placement in school organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for Academic Recognition).

Continue to Application

5. Click on CONTINUE TO APPLICATION
6. Enter in all the information asked in the application (be sure to fill in all areas with the red asterisk). After you have completed each page click CONTINUE (at the bottom of each screen)
7. If you need to complete the application at a later time you can click on the "save and exit" button at the bottom of the screen. Go back to your Dashboard and click on the application when you are ready to complete it.
8. Click **CONTINUE**

9. At this point you will reach the REVIEW AND SUBMIT screen, where you can see everything you have entered. If you need to edit anything, each section has an edit button on the top right hand corner of that section. Click EDIT to update any information. Please note that your application has not yet been submitted if you are on this screen.
10. Once you have verified all your information is correct click **SUBMIT**
11. Then you will be able to view next steps for the application process

Step 3: Adding another child to your account

1. Click on **DASHBOARD** on the top of your screen
2. Click on **START A NEW APPLICATION FOR A NEW STUDENT**
3. Make sure that you fill out an individual application for every child you would like to have attend BASIS
4. Indicate the siblings' name, DOB and grade applying on each application
5. Then follow **Step 2** in this packet
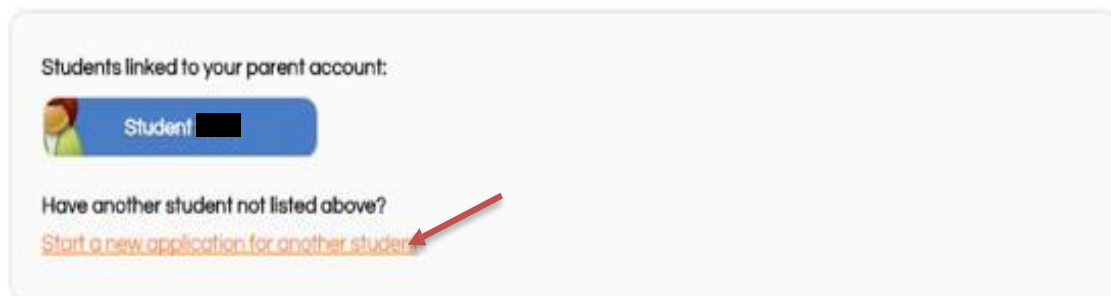
*You may login to the Application Portal and go to your Dashboard at any time to review information or complete steps (e.g. schedule the Student Interview).