



A Message From Kohélet Yeshiva Office of Admissions



A User's Guide for Applying to Kohélet

1. On our website, click the link "Student Application" under "Apply Now." The link will direct you to create an account with us. Please complete all required fields and click on the green "Submit Your Form." Once your form has been submitted, the following message will appear: "Application Process Initiated!"
2. You will then receive an email from Kohélet Yeshiva with the subject line "Your Kohélet Yeshiva Admission Portal Login." This email will provide you a username and prompt you to create a password. Once you have created a password, you will be able to access the admissions portal directly via the link provided in the email. If you encounter a problem logging in, please check that you have the exact spelling of your username. We recommend using Google Chrome as your web browser. Please save this username and password to ensure you can access all school information moving forward.
3. Upon logging in with your new username and password, you will land on our Kohélet Yeshiva Admissions Portal homepage. This page will have a maroon header and a rectangular picture of Kohélet's building. It will read "Welcome to Kohélet Yeshiva's Admissions Portal!"
4. To begin the application, click "apply here," under the "Admissions Process & Information" This will immediately take you to the "My Family" section, where you will click "View Checklist."
5. In order to complete the application, you will have to complete all checklist items. These items are seen in list format to the left of your screen, and are portrayed in the middle of your screen when you've clicked into specific categories. **You will know each section is complete when it is green on your main screen and has a line through it on the checklist on the left-hand side.**

6. Click the gray “view and edit form” under candidate information. Please confirm all information is correct and click the green “update new candidate.”
7. Click the toggle under “I have confirmed the information below is complete and accurate” so that it is a green “Yes,” and click “Mark Complete.”
8. On the top left under “My Family,” click the gray “Back to Checklist” to continue with the application process.
9. Click the “employers” subcategory (below My household) then the gray “+add” button to add employment information to each respective parent. This is not required, but once this has been done, again, toggle to yes and click “Mark Complete.”
10. On the top left under “My Family,” click the gray “Back to Checklist” to continue with the application process.
11. Under “prior school,” if there is no previous school, simply select “N/A” from the drop-down menu and use an arbitrary date for “Start Date.” Click the green “submit” button.
12. Click on the next section of the checklist to your left: Family & File Uploads. Follow the prompts to upload the candidate’s birth certificate and a candidate photo, and then press the green “upload file” on the bottom left.
13. To complete a questionnaire you will click the “View and Edit Form” on the bottom left of this section on the main screen, and then click the green “Submit” button once you are finished. **Once the “Submit” button has been clicked you will not be able to edit it further.**
14. For the checklist categories: school references, teacher recommendations, and school records, you will click on “teacher recommendation” (or each respective category) and follow the prompts, filling out the Name and Email of who Kohelet should be collecting said references from.
15. Click the green “send request.” An email will be sent to the address and they will receive a form to fill out - once the teacher does so, this will be marked as Complete on your checklist. Recommendations are kept confidential.
16. Once all checklist items are complete, submit your application fee and click on the “make a payment button.” It will prompt you to select a payment method. Fill out the payment form until completion.

17. Thank you! Your application is complete. Once your application is received, an Admissions Coordinator will reach out to you to discuss next steps! You can also email admissions@koheleyeshiva.org to begin the next stages of the application process.