

Instructions on how to apply for a secondary school

Please look after your webkey, you are going to need it during the application period from the 25th of April until 10 of June. You can also use the webkey to check on the application after you turn it in and to see if your grades have been transferred correctly. If you lose your webkey your parents can get a copy of it by logging into the system using either an Íslykill or their electronic ID (supplied by the Icelandic government). You can get further information by contacting innritun@mms.is.

How to apply:

- You open a browser and go to: <http://menntagatt.is> and click the button „Sækja um hér”. A login window will appear, you can then enter your ID number (Kennitala) and your webkey. You click the button „Innskráning”.
- A page containing information appears, please study it carefully.
- Please select the button „Umsókn”, you will find it on the left close to the top. A page appears and you choose „Smelltu hér til að nýskrá umsókn”. As you do the application will open. If you wish to change the application later, you will choose „Skoða/Breyta umsókn”. If you do so you will see your saved application.
- **Umsækjandi (Applicant)**. You will now start to fill out your application. You need to register your phone, your mobile phone and email. If your residence is not your legal address you need to register both. After filling in this form you click „Næsta skref (vista)”. This will save the information you have submitted, and the next page will open.
- **Skjöl (documents)**. This feature allows you to attach documents to your application.
- **Aðstandendur (Next of kin)**. Your parents’ names will appear as they are registered in the national registry. You can remove names in this feature by clicking on „X” behind each name. You are required to have at least one name present as a next of kin, their address, phone and email if there is one.
- **Val á skólum (Schools)**. You must choose two schools, one as your first choice and another as your second. Your first choice should be your number one preference if you are able to fulfill the requirements set forth by the school. Each school publishes information about this on their webpage. Students are free to apply to a school of their choice regardless of where they live. Think carefully about which school you would like to apply to and consider your grades and interests. Think about making an appointment with a student councilor.
- **Námsferill (Grades)**. After June 10th you can see your school grades. Please check them carefully. If your grades appear to be incorrect you need to contact the Directorate of Education.
- **Staðfesta (Confirm)**. Before closing it is very important to confirm your application. At the top of the page is a help button „?” with further information.

Afgreiðsla umsókna

- After the deadline for applications has passed, the schools will sort their applicants by grades and other factors. (See school websites for further information). Schools do not differentiate between applications for first or second choice, should your application be accepted in both schools you will be offered placement in the school you put forward as your first choice. You will not be able to choose between placement in school one or two as only one school will offer you a place and the other school is no longer an option. It is therefore important not to turn down the school offering you a spot.

- In case you will **not** be offered placement in school one or two, the Directorate of Education will provide an offer of placement. The directorate plans to have offered every potential secondary school student school placement by the end of June 2022. You can monitor your application by logging into <http://menntagatt.is>.
- When your application has been approved, your school will send you an entry fee bill. This will be sent to your parent's legal residence and NetBank. Each school will set forth a deadline for paying this bill. **If the bill is not paid in time the school will think of that as a refusal of school placement.**

Einkunnir og fylgiskjöl (Grades and additional documents)

- Your grades will be transferred automatically after June 10th. You do not need to send a copy of your diploma to the school. It is a good idea to check your grades after they have been transferred to see if they are correct.
- Any additional information: for example, documents regarding learning disabilities or grades from schools abroad can be sent as an attachment. **Should you choose to send documents by mail you need to make sure to send a copy to both schools you are applying to.**

Ráðgjöf og upplýsingar um innritun (Advice and further information)

- Further information can be found at: <http://menntagatt.is>.
- You can always send queries to innritun@mms.is
- Á Facebook er hægt að gerast vinur „Ráðgjöf vegna innritunar í framhaldsskóla“ og fá þar aðstoð við innritunarferlið. Tengill inn á síðuna er á heimasíðu Menntamálastofnunar.
- You can friend „Ráðgjöf vegna innritunar í framhaldsskóla“ on Facebook for assistance. There is a link on the Directorate of Education website.
- You can also call the Directorate of Education directly, phone number 514 7500.

You can change your application until midnight on June 10. Remember to **save all changes and confirm your application.**