

IF YOU IGNORE THIS NOTICE YOU COULD LOSE A PLACE.

This document contains important information for all applicants.

For enquiries use the 'Contact' form at www.cao.ie

Enter your CAO application number and as much information as possible and we will respond, usually within one working day.

1. Checking the Statement of Application Record

- Check the information on the enclosed Statement of Application Record and follow the instructions provided.
- Do not assume that course choices are correct. Check course codes against the CAO Handbook/website and ensure that they are in the desired order of preference.
- Ensure that you provide details of any exams being taken this year or any exams taken in previous years.
- All examinations must be shown.
- Are your Examination Numbers correct? Do not assume that they are, check them against the number(s) supplied by your school or other authority.
- If you are seeking exemption from minimum entry requirements, such as Irish or a third or modern language, you must contact the Admissions Office of the Higher Education Institutions (HEIs) you are applying to (in the case of NUI institutions contact the NUI, see www.nui.ie for details. If you wish to apply for an NUI exemption you must also indicate this on your CAO online application: log in and click the "Modify NUI Exemption Status" button and follow the instructions. Other than providing these details to the NUI, CAO plays no role in processing exemption applications).
- If you have been granted an exemption from the NUI Irish (and/or third language) requirement and there is no reference to it on the Statement of Application Record, please notify us immediately.
- If all of the information on the Statement of Application Record is correct no further action is required.

If there is any error or omission on the Statement, notify us immediately so as to ensure that you will not suffer any inconvenience at a later stage.

2. Change of Mind facility

- The Change of Mind facility opens at 12:00 on 4 May. If you wish to make changes to your course choices you should do so online at our website: www.cao.ie. Go to 'My Application' and log in to your account.
- If you wish to make changes to your course choices you must do so no later than 5.15pm on 1 July.
- Consider all of your course choices carefully. If you are still at school, consult your guidance counsellor.
- List all of your course choices for the particular category (level 3 or level 7/6) in which you are making changes. Carefully read the instructions on page 14 of the CAO Handbook. Additional instructions and a "Change of Mind Video Guide" are available on the CAO website.
- If you make changes to your course choices online, an acknowledgement will be sent to the email address which you have registered on your CAO account. Please check this email carefully and immediately inform CAO of any errors or omissions. If you do not receive the email check all of your mailboxes including Junk, Spam, Clutter, etc. We will not send an acknowledgement in the post. You should also check that your courses have been updated by using the My Application facility before 5:15pm on 1 July. CAO must be informed of any errors or omissions in writing, and no later than 7 July. Write to us using the 'contact' facility on the CAO website.
- If you applied to CAO using the paper application form, and you have not yet logged in to your CAO account online, you can do so by going to 'My Application' on the CAO website, click on the forgotten password link and follow the steps to obtain a password. You can then log in with your CAO application number, your date of birth and your new password.



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3. Offers of places

- You may view and accept offers online at www.cao.ie. Go to 'My Application' and log in to your account.
- **Early Offers:** Some offers for mature (incl. mature nursing/midwifery) and other non-standard applications will be posted on Wednesday, 4 July. These offers will appear on the CAO website from 6.00am on **Thursday, 5 July**. In addition, some offers for applicants who are mature, non-standard, or presenting QQI FET/FETAC awards for consideration for certain courses will be posted on **Wednesday, 1 August**. These offers will appear on the CAO website from 6.00am on **Thursday, 2 August**. It is very important that such applicants are available to accept these early offers as they arrive.
- **Round One Offers** will appear on the CAO website from 6.00am on **Monday, 20 August**. Also on that day, the minimum points required for entry to each course will be published on the CAO website (www.cao.ie), in national newspapers and on media websites.
- It is the intention to post Round One offers to arrive with applicants on Monday, 20 August. Applicants will also receive an offer notification by email, and by SMS text message if this option was selected at the application stage.
- **The Reply Date** for acceptance of Round One offers will be **Friday, 24 August** at 5:15 pm.
- Please note that some HEIs will contact applicants who have been offered places rather than waiting until after the reply date; this is because registration and orientation will commence as early as 1 September in some HEIs.

Registration and Orientation: Applicants who intend taking up a place should note that they will be required to attend registration and/or orientation. HEIs have different registration and orientation dates and you may be required to attend at any time from 1 September. Further details will be available on HEI websites in the summer.

4. Common errors and omissions which may lead to loss of a place

Every year some applicants neglect to check the details set out in the Statement of Application Record. If you do not check them carefully you risk losing a place. The following are examples of common errors (this list does not include ALL errors):

- **The course codes may not be for the courses you think they are;** check them against the CAO Handbook and the Important Changes document enclosed. **Do not assume that they are correct.**
- **Are you sitting examinations this year? Did you take examinations last year, or any earlier year? Have you told CAO about all of them?**
- **Are the examination numbers correct? Do not assume that they are** - check them against the number(s) supplied by your school or other authority.
- If you are applying for courses in the NUI institutions and you are exempt from the NUI Irish (and/or third language) requirement, **have you notified CAO?**

Do not wait until August to notify us of errors or omissions as it may be too late to do anything about them at that stage.