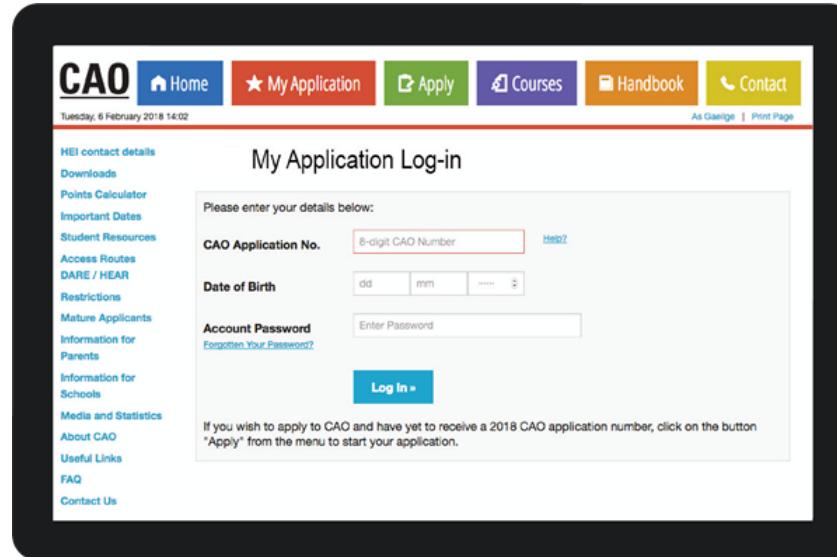


CAO Advanced Entry



A guide to the CAO Advanced Entry application process

What is Advanced Entry?

- Advanced Entry is an application made through CAO for a place on an undergraduate course in the second, third or fourth year of study at a participating third-level institution.
- An Advanced Entry application can be used by an applicant currently studying for an award to apply for entry into the next level of a course at a different institution.
- In certain cases, those who hold a QQI FET/FETAC Level 6 qualification, or who have other relevant educational and/or work experience equivalent to year 1 of an undergraduate programme, may be considered for Advanced Entry.
- Third-level students wishing to advance their qualification at their existing institution should apply directly to their institution and not through CAO system.



Participating HEIs

Advanced Entry applications can be made through the CAO system for the following institutions:

- Dublin City University
- Dun Laoghaire Institute of Art, Design and Technology
- Maynooth University
- Munster Technological University
- National College of Art and Design
- South East Technological University
- Technological University Dublin



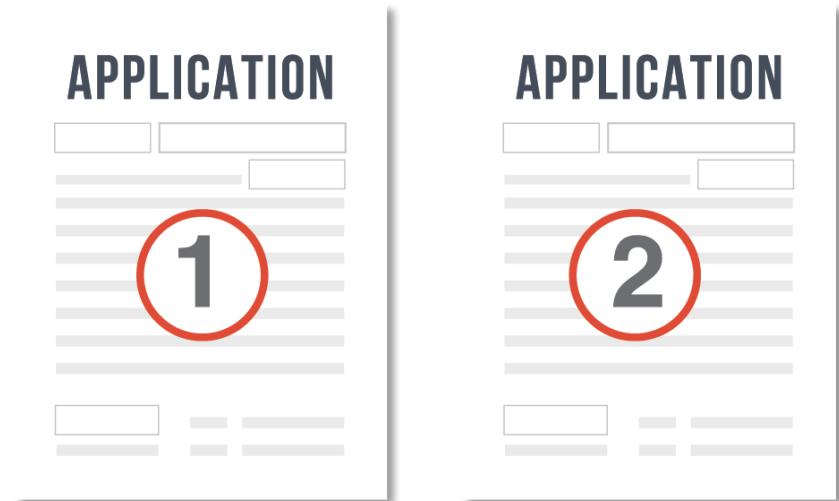
To apply to other Higher Education Institutions, including the institution that the applicant is currently a student of, applicants must contact the Admissions Office of the relevant institutions for further information.

Who can apply?

- To make an Advanced Entry Application you must be currently completing, or have successfully completed, a minimum of one year of study at Level 6, 7 or 8 in a Higher Education Institution (HEI) or an equivalent.

Decisions on admissions to Advanced Entry courses, (years 2, 3 or 4), are made by the HEIs who instruct CAO to make offers to successful candidates. All applicants should contact the Admissions Office of the relevant institutions for details of minimum entry requirements.

- When making an Advanced Entry application you can also apply for standard undergraduate entry using the same application form; you may enter nine Advanced Entry course choices and a further ten Level 8 and ten Level 7/6 undergraduate course choices.
- Availability of Advanced Entry courses is at the discretion of the institution and the option to apply for certain courses may be activated or deactivated as deemed necessary by the HEI at any stage throughout the application process.
- Order of preference does not apply for Advanced Entry applications; if an applicant is also applying for standard undergraduate entry the normal rules apply and applicants must place their undergraduate courses in genuine order of preference for this section of the application form.



How does the offer process work?

- Offers can be made to successful applicants at any stage in the application process and all decisions on admissions are made by the Admissions Office of the relevant institution. Offers will be made by e-mail only and all acceptances must be made online via www.cao.ie by the deadline.
- An Advanced Entry applicant has 14 days to accept an Advanced Entry Offer and can, if deemed eligible, receive an offer for all of the Advanced Entry courses that they have applied for.
- Advanced Entry applicants can accept multiple courses but only the last acceptance at the closing date for acceptances will be recorded as the accepted course.



I have applied for Advanced Entry and standard Undergraduate Entry, what happens now?

- Advanced Entry applications follow a different offer and acceptance process as outlined in an earlier section, however, Advanced Entry applicants can also apply for standard undergraduate courses using the same online application form and for this element of their application the normal offer and acceptance process applies.
- Advanced Entry applicants will not receive a Statement of Application Record unless they have also applied for standard undergraduate entry, in which case they will receive Statements with the details of their first year undergraduate courses only.
- To check all Advanced Entry and standard undergraduate entry courses applicants must log in to their account using the 'My Application' facility on the CAO website.



Step-by-Step Guide to completing an Advanced Entry application

- Step 1: Go to www.cao.ie and click on the ‘Advanced Entry’ link on the homepage. After reading the information available on this page click on ‘Apply’.
- Step 2: Enter your personal information in the spaces provided.
- Step 3: Select the ‘Qualifications and Assessments’ section that is relevant to you.
- Step 4: Enter your payment details.
- Step 5: Create a password for your CAO account – you will need this password and your date of birth to log in to your account in future, so keep the details safe.
- Step 6: Click on ‘Proceed with Application’.
- Step 7: Wait for your application to be processed. If successful, your CAO application number and personal information will appear on the screen. You will also receive an email and an SMS text if you have selected this option.
- Step 8: Log in to your account using the ‘My Application’ facility to manage your account, including making changes to some personal information, adding courses to the Advanced Entry and/or standard Level 8 and Level 7/6 courses, during the change of mind process, and to accept offers.



Communicating with CAO

- The easiest and most efficient way for you to communicate with CAO is by using the Correspondence Section of your CAO Account. You should give us as much information as possible and you will receive a reply to the query, usually within one working day.
- Applicants should always quote their CAO application number in any communication with CAO.
- If you post something to CAO always obtain a certificate of posting at the post office. This is a free service and it offers you peace of mind.

The screenshot shows the CAO website's navigation bar with links for Home, My Application, Apply, Courses, Handbook, and Contact. Below the navigation is a date stamp: Thursday, 8 February 2018 15:30. The main content area is titled 'Contact CAO' and includes a note about office hours (09:30 to 13:00 and 14:00 to 17:00, Monday to Friday). It encourages applicants to communicate via email. A blue button labeled 'e-mail CAO »' is present. Further down, text advises quoting the CAO application number and provides links for media and press inquiries. At the bottom, there's information about DARE / HEAR, mentioning that applicants and guidance counsellors can contact CAO for help with the form.