

## Change of Mind Form

**To be completed by applicants who have submitted a CAO application before 4 July, 2023**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM OVERLEAF.**

Read also, in the CAO Handbook, the instructions and restrictions concerning Change of Mind.

### Change of Mind (Exception to Timetable):

The Exceptional Change of Mind closing date of 22 July at 5pm **applies only to those who have already applied to CAO in 2023 before 4 July** (i.e. have a CAO application number beginning with 23) and who are/were registered as an undergraduate student on 1 May 2023 in any year in any one of the participating HEIs (subject to the exclusions listed in the CAO Handbook). In order to avail of the Exceptional Change of Mind facility you must have entered the HEI through the CAO system. There is no fee for this service. This is an exception to the normal closing date and to avail of this service you must complete the process on time, and in a correct and complete manner.

1. Read the instructions on the Exceptional Late Application facility at [www.cao.ie](http://www.cao.ie)
2. Email the Admissions Office of the Higher Education Institution that you are attending to inform them that you wish to make an exception to the timetable Change of Mind. Ask them for an email to verify that you were an undergraduate student on 1 May 2023. In the subject line type "Exceptional Late Change of Mind". Please allow sufficient time for the institution to fulfil this request. Contact details for all institutions can be found here:  
<http://www.cao.ie/hei>
3. Enter your new course choices by completing the *Change of Mind Form* overleaf and return to **CAO, Tower House, Eglinton St, Galway** to arrive no later than 5pm on 22 July. Do not forget to include a copy of the email sent by your institution verifying that you were a registered student on 1 May 2023.
4. You may wish to enter/change only Level 8 courses, or you may wish enter/change only Level 7/6 courses, or you may wish to enter both Level 8 courses and Level 7/6 courses. List all of your course choices for the particular category (Level 8 or Level 7/6) in which you are making changes, in genuine order of preference. **If you do not want to make a change on one of the course choice lists, do not enter anything on that section of the form.**
5. There are restrictions, see **page 3 of** the CAO Handbook. Mature applicants should check with the appropriate Admissions Office before submitting a course choice at this time.
6. **DO NOT MIX COURSES FROM DIFFERENT CATEGORIES (Level 8 and Level 7/6).**
7. You should obtain a Certificate of Postage. (See page 99 of the CAO Handbook.)
8. You should expect to receive a confirmation email of your course choices after 22 July.
9. If you wish to receive confirmation that your documents arrived in CAO, please include a stamped postcard addressed to yourself. As soon as the envelope is opened, the postcard will be posted to you as evidence that the documents have arrived.



# Change of Mind Form

To be completed by applicants who have submitted a CAO application before 5 July, 2023

**IMPORTANT: READ INSTRUCTIONS OVERLEAF**

**CLOSING DATE FOR RECEIPT IN CAO: 5PM on 23 JULY**

**CAO APPLICATION NUMBER: 23**

|                      |  |
|----------------------|--|
| <b>Name</b>          |  |
| <b>Address</b>       |  |
|                      |  |
|                      |  |
| <b>Date of Birth</b> |  |
| <b>Email Address</b> |  |

|   |              |              |
|---|--------------|--------------|
| DATE AND TIME WHEN THIS CHANGE OF MIND FORM WAS COMPLETED | <b>DATE:</b> | <b>TIME:</b> |
|---|--------------|--------------|

Consider your course choices carefully. List ALL of your course choices for the particular category, i.e. Level 8 or Level 7/6. **Some** courses have **subject options**. Where relevant, please enter the three character subject option code beside the course code in the column marked 'option' - see the 2023 CAO Handbook for details. Do not mix course codes in different categories. If you do not want to make a change on one of the course choice lists, do not enter anything on that section of the form.

**ENTER THE APPROPRIATE COURSE CODES BELOW**

| PREF             | Level 8 | Option | PREF             | Level 7/6 | Option |
|------------------|---------|--------|------------------|-----------|--------|
| 1 <sup>st</sup>  |         |        | 1 <sup>st</sup>  |           |        |
| 2 <sup>nd</sup>  |         |        | 2 <sup>nd</sup>  |           |        |
| 3 <sup>rd</sup>  |         |        | 3 <sup>rd</sup>  |           |        |
| 4 <sup>th</sup>  |         |        | 4 <sup>th</sup>  |           |        |
| 5 <sup>th</sup>  |         |        | 5 <sup>th</sup>  |           |        |
| 6 <sup>th</sup>  |         |        | 6 <sup>th</sup>  |           |        |
| 7 <sup>th</sup>  |         |        | 7 <sup>th</sup>  |           |        |
| 8 <sup>th</sup>  |         |        | 8 <sup>th</sup>  |           |        |
| 9 <sup>th</sup>  |         |        | 9 <sup>th</sup>  |           |        |
| 10 <sup>th</sup> |         |        | 10 <sup>th</sup> |           |        |

Please confirm the name of the higher education institution where you were registered as an undergraduate student on 1 May 2023: \_\_\_\_\_