

ONLINE APPLICANT CHECKLIST

Before Applying	
I have read the CAO Handbook.	<input type="checkbox"/>
I have researched the courses that I am interested in applying for.	<input type="checkbox"/>
I am familiar with the minimum entry requirements for each course and any restrictions that apply.	<input type="checkbox"/>
The Application	
I have obtained the online receipt of my application and have printed it off for future reference.	<input type="checkbox"/>
I have checked the email sent to me by CAO (on receipt of my online application) for any errors or omissions, and I have verified my email address using the verification code provided by CAO.	<input type="checkbox"/>
I have checked the email sent to me by CAO after entering my course choices to make sure that all of my courses are correct and in my order of preference.	<input type="checkbox"/>
I have included all examination details, including current year exams, and have checked that they are correct.	<input type="checkbox"/>
I have checked any subsequent correspondence received from CAO.	<input type="checkbox"/>
For applicants who must send supporting documents as part of their application:	
I have read the Qualifications and Assessments section that is relevant to me and the inside back cover of the CAO Handbook which provides instructions for submitting supporting documents to CAO.	<input type="checkbox"/>
I intend to get a Certificate of Posting when I post the envelope containing my supporting documents to CAO.	<input type="checkbox"/>
After the Normal Application Closing Date	
I have received my Statement of Application Record email (sent to all applicants before the end of May).	<input type="checkbox"/>
I have notified CAO of any errors or omissions in my CAO account within 7 days of receiving the Statement email.	<input type="checkbox"/>
I have made my changes, if any, via the Change of Mind facility before 1 July at 5pm.	<input type="checkbox"/>
I have taken note of any restrictions to the introduction of courses after the 1 February deadline.	<input type="checkbox"/>
The Offer Rounds	
I have checked my email account and the My Application facility to find out if I have received an offer.	<input type="checkbox"/>
I have received my offer notification OR Statement of Application Record email and checked my account for any errors or omissions.	<input type="checkbox"/>
If accepting an offer: I have accepted my offer online via the My Application facility.	<input type="checkbox"/>
If no offer was received: I have checked the Statement of Application email to make sure that the details held on file for me by CAO are correct and I have notified CAO immediately of any errors or omissions.	<input type="checkbox"/>