



# Online Applicant Checklist

<b>Before Applying</b>	✓
I have read the CAO handbook.	
I have researched the courses that I am interested in applying for.	
I am familiar with the minimum entry requirements for each course and any restrictions that apply.	
<b>The Application</b>	
I have obtained the online receipt of my application and have printed it off for future reference.	
I have checked the email sent to me by CAO on receipt of my online application for any errors or omissions.	
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.	
I have included all examination details, including current year exams, and have checked that they are correct.	
I have checked any subsequent correspondence received from CAO.	
<b>For applicants who must send supporting documents as part of their application:</b>	
I have read the Qualifications and Assessments section that is relevant to me (pages 5-8) and page 12 of the CAO handbook which provides instructions for submitting supporting documents to CAO.	
I intend to get a Certificate of Posting when I post the envelope containing my supporting documents to CAO.	
<b>After the Normal Application Closing Date</b>	
I have received my Statement of Application Record (posted to all applicants before the end of May).	
I have notified CAO of any errors or omissions contained in my Statement of Application Record within 7 days of receiving the Statement.	
I have submitted my changes, if any, to CAO via the Change of Mind facility before 1 <sup>st</sup> July at 5:15pm.	
I have taken note of any restrictions to the introduction of courses after the 1 <sup>st</sup> February deadline.	
<b>The Offer Rounds</b>	
I have checked my email account and the 'My Application' facility to find out if I have received an offer.	
I have received my Offer Notice <b>OR</b> another Statement of Application Record and checked for any errors or omissions contained in either document.	
<b>If accepting an offer:</b> I have accepted my offer online via the 'My Application' facility by the reply date <b>OR</b> I have returned the Offer Acceptance by post to reach CAO by the reply date. I have not accepted both.	
<b>If no offer was received:</b> I have checked the second Statement of Application Record 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 contained in the Statement of Application Record.	

**Please Note:** This document may be used as a reference tool throughout the CAO application process, however, it does not replace the CAO handbook.

The CAO handbook must be read carefully by all applicants before making an application through CAO.



# Paper Applicant Checklist

<b>Before Applying</b>	✓
I have read the CAO Handbook	
I have researched the courses that I am interested in applying for.	
I am familiar with the minimum entry requirements for each course and any restrictions that apply.	
<b>The Application</b>	
I have checked the entries I have made on the Application Form.	
I have enclosed evidence of payment of the Application Fee.	
I wish to receive an immediate acknowledgement, so I have completed and enclosed a stamped addressed envelope/card, with the appropriate postage stamp on it.	
I have attached the appropriate postage stamp to the envelope.	
I intend to get a Certificate of Posting when I post the envelope.	
<b><i>For Applicants who must complete the 'Special Category' section of the Application Form:</i></b> I have read the Qualifications and Assessments section that is relevant to me (pages 5-8) and page 12 of the CAO handbook which provides instructions for submitting supporting documents to CAO.	
<b>After the Normal Application Closing Date</b>	
I have received my Statement of Course Choices (posted to paper applicants only by mid-Feb).	
I have notified CAO of any errors or omissions contained in my Statement of Course Choices within 7 days of receiving the Statement.	
I have received my Statement of Application Record (posted to applicants at the end of May).	
I have notified CAO of any errors or omissions contained in my Statement of Application Record within 7 days of receiving the Statement.	
I have submitted my changes, if any, to CAO via the Change of Mind Form before 1 <sup>st</sup> July at 5:15pm.	
I have taken note of any restrictions to the introduction of courses after the 1 <sup>st</sup> February deadline.	
<b>The Offer Rounds</b>	
I have received my Offer Notice <b>OR</b> another Statement of Application Record and checked for any errors or omissions contained in either document.	
<b>If accepting an offer:</b> I have returned the offer acceptance by post to reach CAO within the deadline provided or have accepted an offer online. I have not accepted both.	
<b>If no offer was received:</b> I have checked the second Statement of Application Record 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 contained in the Statement of Application Record.	

**Please Note:** This document may be printed and used as a reference tool throughout the CAO application process, however, it does not replace the CAO Handbook.

The CAO Handbook must be read carefully by all applicants before making an application through CAO.