

9/05/2022

## CAO Press Release

### CAO Statement of Application process has commenced

#### **CAO applicants urged to check and confirm their account information before it's too late**

The Central Applications Office (CAO) has begun emailing all applicants who applied to CAO by 1 February this year. (Applicants who applied using the late application facility will receive an email later in the month). This email is referred to as the *Statement of Application Record* email.

The email instructs applicants to log in to their CAO account to confirm that all of their personal details, examination information, exemptions (if any) and course choices are recorded correctly on their accounts.

If there are errors or omissions, applicants are given the opportunity to rectify this information (for no charge) via their online CAO Account. Examination updates made before the end of May will be updated to applicant accounts in early June.

Speaking about the process, Head of Communications for CAO, Eileen Keleghan, commented; "This email is designed **to ensure that applicants do not miss out on a place** because some of their information is incorrect or missing; for example, if there is an incorrect examination number, or if an exemption is not recorded.

"If applicants notice the error now they have the opportunity to rectify it before it's too late.

"In the past, applicants used to write their changes on the Statement of Application Record document and return it to CAO. Now, they will simply log in to their CAO Account and click on 'Modify Details' where relevant and supply or edit the necessary information.

CAO advises applicants to take the following steps:

Step 1. Read the instructions in the email and on the Statement of Application Record page online at [www.cao.ie/soar](http://www.cao.ie/soar)

Step 2. Log in to your CAO Account to review your account information, including your personal information, your examination information, course choices, and supporting documentation (if you supplied any).

Step 3. If there are any errors or omissions update your information immediately (follow the instructions provided on the CAO website for modifying your account information online). Failure to correct errors or omissions at this stage may have very serious consequences and lead to the loss of a place.

Step 4: You must proceed to the bottom of your account homepage and click on 'Confirm' to indicate that you have checked that your account information is all present and correct, and have followed the instructions in the Statement of Application Record email and the Statement of Application Record website page.

Step 5: Check your email/correspondence section of your account to ensure that your modifications or confirmation of account have been recorded.

#### **Change of Mind**

The CAO Change of Mind facility opened on Thursday, 5 May. Applicants may add, remove or change the order of their courses as many times as they like up to the 1 July at 5pm. To date, over 6,600 applicants have yet to add course choices to their application.

Applicants are also urged to read the 'Changes to the 2022 Handbook' document (available from [cao.ie/handbook](http://cao.ie/handbook)) for information on new courses, cancelled courses, title changes and miscellaneous changes.

-ENDS-

For more information contact Eileen Keleghan, Head of Communications, on [ekeleghan@cao.ie](mailto:ekeleghan@cao.ie)