24/04/2014

CAO Press Release

CAO Late Application deadline fast approaching

The CAO deadline for late applications is Thursday, May 1, at 5:15pm. CAO advises anyone thinking of applying for a place at a third-level institution to make sure to register on the system well in advance of this final deadline.

Applicants can register by logging on to the CAO website and clicking on 'Apply'. A copy of the CAO Handbook is available to download from the 'Student Resources' section of the website, and applicants can also use the 'Online Demo' to familiarise themselves with the application process before submitting their own online application.

Applicants do not have to enter their course choices at this time, as they will be able to use the online 'Change of Mind' facility which opens on May 5th at noon. The 'Change of Mind' facility is available to applicants free of charge up to July 1st at 5:15pm.

Joseph O'Grady, General Manager of CAO, advises potential applicants to obtain their CAO Application Number by registering on the system immediately: "Applicants sometimes delay starting their application because they have not fully decided what courses they want to apply for and we would like to remind applicants that if they have not registered before the deadline they will not be able to apply.

"It is, therefore, important to take the first step of registering and obtaining their CAO Application Number; the decisions on course choices can be entered at a later stage right up to July 1st at 5:15pm" he added.

Certain categories of applicants may not be permitted to use the 'Late Application' or 'Change of Mind' facilities – details of restricted category applicants and restricted courses are available in the CAO Handbook and on the website.

 The following steps are provided by CAO as a guide for first-time applicants:

Step 1: Read the CAO Handbook then go to www.cao.ie and 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.
After this process has been completed you can login to your CAO account using the 'My Application' facility and add, remove or reorder course choices using the 'Change of Mind' facility available from May 5th until July 1st at 5:15pm.

-Ends-

For more information contact Eileen Keleghan, Communications Officer, CAO on 091 509800 or email ekeleghan@cao.ie