

This is an important email, read it now and follow the instructions carefully. Please do not ignore.

This Statement of Application Record email has been sent to instruct you to log in and confirm that all of your information has been recorded completely and correctly on your CAO Account. Failure to follow this instruction may have serious consequences for your application.

Please take the following steps:

Step 1. Read the instructions on the Statement of Application Record page online at <http://www.cao.ie/index.php?page=aboutStmt>

On this page you will also find a link to additional information which relates specifically to your application type(s), e.g. Leaving Certificate, QQI FET, GCE, and Other Applicants (including Mature Applicants and those presenting Other School Leaving Qualifications). Please make sure to read this information carefully.

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 – for more information on supporting documents click here: <https://www.cao.ie/index.php?page=faq&type=suppdocs&bb=haq>). Do not delay.

If you have applied for an NUI and/or TCD language exemption, check that it is recorded on your account.

Please note: HEAR and/or DARE documentation is not available to view via `View Supporting Documents`.

Step 3. If there are any errors or omissions inform CAO immediately (follow the instructions provided here: <http://www.cao.ie/index.php?page=aboutStmt>). 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 end of your account homepage and click on `Confirm` (situated above the log out button) 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.

Important notes:

If you were a Leaving Certificate candidate in 2020, or you are a 2021 candidate and your examination was replaced by calculated/accredited grades, we still require your examination candidate number in order to connect your grades with your CAO application.

If you are GCE candidate in 2021 and your examination was replaced by predicted grades we still require your board, centre and candidate number in order to connect your grades with your CAO application.

If you are a QQI level 5/6 candidate in any year 2002 to 2021 we must have your PPSN in order to connect your qualification with your CAO account.

Notifying CAO of errors or omissions:

In many instances you may be able to edit/update your account information yourself using the My Application facility, for example personal details (except for name or date of birth), course choices or

examination information. Simply log in to your CAO account and update/modify the information in the relevant sections. If we receive your changes/updates before the end of May they will be updated to your account in early June. For more information on updating these sections, go to the instructions page online at <http://www.cao.ie/index.php?page=aboutStmt>

In other instances you will need to email CAO via the Correspondence Section of your account to inform us of any errors or omissions, for example an exemption that has not been recorded, an incorrect name or date of birth, or missing documentation. Please note that only documents received by CAO up to the 31 March have been uploaded to applicant accounts at this time. Documents received after the end of March are processed and added to accounts on a fortnightly basis. If you have sent documents to arrive after 31 March you must check your account no later than 30 June to ensure they have been uploaded.

Other important information:

The CAO Change of Mind facility opened on 5 May at noon and closes on 1 July at 5:15pm. If you wish to make changes to your course choices you must do so online at our website: www.cao.ie before 5.15pm on 1 July. Go to `My Application` and log in to your account. There is no fee for this facility and you may use it more than once. Carefully read the instructions on page 14 & 15 of the 2021 CAO Handbook. Additional instructions and a `Change of Mind Video Guide` are available online here: <http://www.cao.ie/index.php?page=aboutCOM>

Over the coming weeks, CAO will hold further discussions with the State Examinations Commission about the expected revised timeline for the provision of Leaving Certificate grades. Following on from this, CAO and HEIs will continue to discuss the impact this change will have on the existing offers and acceptances schedule. We will be notifying you as soon as a revised schedule has been agreed by CAO and HEIs.

Yours sincerely,

CAO Information Service