



CAO will email all applicants in the month of May. This email is the Statement of Application email and you must read it and follow the instructions carefully. **Failure to follow the instructions could result in you missing out on an offer.**

After reading the email and the Statement of Application instructions page at [www.cao.ie](http://www.cao.ie) you must log in to your CAO account to check the following:

### 1. Personal Details

Date of birth, place of birth, telephone number, etc.



### 2. Examination and Exemption Information

Details of all relevant examinations taken, or to be taken, have been recorded by type, year, number and (for exams already taken) subjects/levels/grades. Make sure that any Irish or third language exemptions are recorded. If you supplied documents, check that they are recorded in the View Supporting Documents section (DARE HEAR documents will not appear).



### 3. Course Choices

Do not assume that your course choices are correct. Check the course codes against the CAO Handbook/website and ensure that they are in the desired order of preference.



### 4. Confirm your details

Click on the 'Confirm' button to indicate that you have checked your account information is all present and correct, and have followed the instructions in the email and on the website.

## Informing CAO of any errors or omissions in your application

If there are any errors or omissions, applicants must inform CAO immediately .

The process of making changes to examination and personal information can mainly be carried out by the applicant directly via their online CAO account.

The instructions page will set out how to carry out such updates, for example adding or modifying LC examination numbers or PPSN for QQI-FET applicants.

However, some changes will have to be requested via the Correspondence Section of your account, for example, the recording of exemption information or information relating to qualifications other than the Irish Leaving Certificate, QQI FET or 2021 GCE candidates.

Applicants who wish to make changes to their course choices can do so from 5 May at noon via the Change of Mind facility, up to 1 July at 5:15PM.