

03/06/2021

Subject: DO NOT IGNORE - important email from CAO

Dear Applicant,

We are writing to you because, as of X date/time, you have not yet confirmed your CAO application.

Failure to log in and check/confirm your CAO application may result in you missing out on an offer.

In May, we sent you a 'Statement of Application Record' email asking you to log in to your account to check and confirm your account information, and to make changes if necessary. A copy of this email can be viewed in the Correspondence Section of your account.

You must log in to your account and follow the instructions here: [Central Applications Office \(cao.ie\)](https://www.cao.ie)

The confirm button is accessible at the bottom of your CAO account homepage.

Please note: If you click on 'Confirm' you can still change your course choices up to 1 July at 5:15pm. If you make subsequent changes to your course choices, you should log back into your account to make sure that all of your courses are correct and listed in the preferred order of preference before the facility closes on 1 July at 5.15pm.

If the only item outstanding on your account is the supply to CAO of certified photocopies of grades in summer 2021 qualifications, then you should click 'confirm' now. Remember to send evidence of your grades to CAO as soon as they become available. (See page 13 of the CAO Handbook for more information on Summer 2021 exams [Central Applications Office \(cao.ie\)](https://www.cao.ie))

Yours sincerely,

CAO Information Service