

Subject Line: Action Required: CAO Statement of Application

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 [cao.ie/soar](http://cao.ie/soar)

Step 2. Log in to your CAO Account to review your account information, including your personal information, your examination information, supporting documentation (if you supplied any) and course choices. 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 at [cao.ie/soar](http://cao.ie/soar)). Failure to correct errors or omissions at this stage may have very serious consequences and lead to the loss of a place. In many instances you may be able to edit/update your account information yourself using the My Application facility - read the instructions carefully.

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.

Please note: If you have clicked on 'Confirm' you may still continue to add, remove or change the order of your course choices up to 5pm on 1 July.

Step 5: Check your email or the Correspondence section of your CAO application to ensure that your amendment/confirmation of account has been recorded.

Other important information:

The CAO Change of Mind facility opened on 5 May at noon and closes on 1 July at 5pm. If you wish to add or make changes to your course choices you must do so online at our website: [www.cao.ie](http://www.cao.ie) before 5pm on 1 July.

Yours sincerely,

CAO Information Service