

# INFORMATION SHEET

## – OTHER SCHOOL LEAVING APPLICANTS

**CAO**  
[www.cao.ie](http://www.cao.ie)

**IMPORTANT - Applicants presenting Other School Leaving Examinations must read the following carefully and in full.**

### What are Other School Leaving Examinations?

The **Other School Leaving Examinations category** includes (but is not limited to) the following:

- School Leaving Exams outside of UK & Ireland
- Baccalaureate
- Scottish Exams
- Pre 1985 Irish Leaving Certificate
- Pre 2006 UK GCE/GCSEs
- Leaving Cert Applied
- Level 3 BTEC
- GNVQs
- VCEs
- Irish Matric Exams
- Non-Current year Pre-U
- ICCE, FSMQ, and Cambridge Technical Awards
- Qualifications not already included under categories 1, 2, 3, 5, 6, or 7

### What information do I need to supply on the CAO application form?

Please provide details of Other School Leaving exams and the years they were completed in the Qualifications and Assessments section of your CAO application. Describe the examinations briefly, including details of the National or European framework level where relevant.

### What supporting documents do I need to supply?

**Applicants presenting Other School Leaving Examinations must supply a certified photocopy of their final examination results – by post to CAO – as soon as they are available. Documents not printed in English must be accompanied by an official translation. Only certificates/statement of results produced by an examining authority will suffice.**

If you are a May 2024 IB candidate, please ask your IB coordinator to list 'Central Applications Office' among the list of institutions that will have permission to access your results. In this way, when results are released, CAO will be able to access your May 2024 results (only) online and add them to your application file. We will then supply them to the Higher Education Institutions that you have applied to for their consideration.

### What is a certified photocopy?

A certified photocopy means that you photocopy your certificates/statements and then bring both the originals and the photocopies to an acceptable person or body (School, College, University, Police Station, Admissions Office, Notary) where they will stamp the photocopy as being a true copy of the original.

### What is an official translation?

An official translation is one which is carried out by a professional translation service provider.

**CAO**  
[www.cao.ie](http://www.cao.ie)

## What evidence of English language proficiency do I need to supply?

Applicants may also be required to provide evidence of **English language proficiency**. For further information on English Language proficiency please see the document linked below or contact the Admissions Office of the institution that you wish to apply to for more information:

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

## Where do I send my documents?



Documents must be sent by post to **CAO, Tower House, Eglinton Street, Galway, H91 X25V, Ireland**. Do not fax or email copies of results to CAO. Faxed or emailed documents are not considered sufficient evidence of results, nor are letters or printouts produced by your school listing your results. For more information on submitting supporting documents, go to page 100 of the CAO Handbook.

## When will I be notified of an offer?

Applicants applying on the basis of Other School Leaving qualifications (regardless of year completed) are considered in Round One and subsequent rounds.

## What is the deadline for submitting my documents?

Applicants are advised to supply their supporting documents to CAO as soon as possible. In respect of examinations already taken, evidence should be posted to CAO within 10 days of registering with CAO. Evidence of the results of examinations which are being taken in the current year must be sent to CAO as soon as they are available to the applicant and must be with CAO a minimum of 12 days before the relevant offer round. HEIs may consider documentation received after this date, but there is a risk it may not be considered until a subsequent round.

## How will my qualifications be assessed?

Other School Leaving qualifications are assessed directly by the Higher Education Institutions (HEIs). Applicants will need to check with individual HEI Admissions Offices for information on how their qualifications will be assessed.

You will find HEI contact details at the link below:

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

Information on how HEIs carry out their assessment and scoring can be found in the document linked below:

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

Please note: Candidates born and fully educated outside the Republic of Ireland who are presenting qualifications other than the Leaving Certificate for matriculation are automatically exempt from Irish and do not need to make application to the NUI.



**NOTE:** we will contact applicants by email. When we send emails, we send them to the email address registered on your CAO application. Please ensure you monitor this email address for messages from CAO. Failure to do so may have serious consequences. A copy of all emails sent by CAO can be viewed in the Correspondence section of your CAO account.

**CAO**  
[www.cao.ie](http://www.cao.ie)