

ONLINE APPLICANT CHECKLIST

Before Applying

I have read the CAO Handbook.

I have researched the courses that I am interested in applying for.

I am familiar with the minimum entry requirements for each course and any restrictions that apply.

The Application

I have obtained the online receipt of my application and have printed it off for future reference.

I have checked the email sent to me by CAO (on receipt of my online application) for any errors or omissions, and I have verified my email address using the verification code provided by CAO.

I have checked the email sent to me by CAO after entering my course choices to make sure that all of my courses are correct and in my order of preference.

I have included all examination details, including current year exams, and have checked that they are correct.

I have checked any subsequent correspondence received from CAO.

For applicants who must send supporting documents as part of their application:

I have read the Qualifications and Assessments section that is relevant to me and the inside back cover of the CAO Handbook which provides instructions for submitting supporting documents to CAO.

I intend to get a Certificate of Posting when I post the envelope containing my supporting documents to CAO.

After the Normal Application Closing Date

I have received my Statement of Application Record email (sent to all applicants before the end of May).

I have notified CAO of any errors or omissions in my CAO account within 7 days of receiving the Statement email.

I have made changes to my course choices (if any) via the Change of Mind facility before 1 July at 5pm.

I have taken note of any restrictions to the introduction of courses after the 1 February deadline.

The Offer Rounds

I have checked my email account and the My Application facility to find out if I have received an offer.

I have received my offer notification **OR** Statement of Application Record email and checked my account for any errors or omissions.

If accepting an offer: I have accepted my offer online via the My Application facility.

If no offer was received: I have checked the Statement of Application email to make sure that the details held on file for me by CAO are correct and I have notified CAO immediately of any errors or omissions.