

# INFORMATION SHEET

## Third Level Higher Education

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

**IMPORTANT** - Applicants presenting Third Level Higher Education must read the following carefully and in full.

### Who should tick the Third Level Higher Education category?

Applicants who have attended a higher education institution at any time, anywhere, for any period of time, should select **Box 6 in the Qualifications and Assessments Summary**. This category must be selected regardless of whether you passed or failed or did not take examinations. Failure to disclose the appropriate information may result in the cancellation of your application. Checks are made to ensure that this information has not been omitted.

### Next Steps/Supporting Documents:

1. If you have **completed** a course you must supply (by post) a certified photocopy of an academic transcript.
2. If you have **withdrawn** from a course before completing it you should supply (by post) a certificate of attendance showing the relevant dates of entry and withdrawal.
3. If you are **still attending** an institution of higher education, give full details (on the online form) stating institution(s) attended, course(s) taken, dates of attendance, current status and results obtained (at time of application). Supply certified photocopies (by post) of examination results received to date (if any). You do not need to supply the documentation mentioned in points 1 and 2 above.



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## 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. Only certificates/statements of results produced by an examining authority will suffice. For more information on submitting supporting documents, go to page 100 of the CAO Handbook.

## What is the deadline for submitting my documents?

Applicants are advised to supply 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.

## How will my qualifications be assessed?

Third Level Higher Education 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/hej](http://cao.ie/hej)



**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.

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