INSTRUCTIONS FOR UPLOADING DOCUMENTS

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[1] This upload facility is for **GCE/GCSE Qualifications only**. If you upload documents that are not GCE/GCSE Qualifications, they will not be assessed. All other types of documents (e.g. Other School Leaving qualifications, DARE documents, evidence of English language competency, etc.) must be posted to CAO
(for more information on submitting supporting documents go to cao.ie/gceinfo).

[2] Ensure you have all the necessary documents in the required **format (PDF, JPG, PNG, TIFF).** File formats such as **.doc** or **.odt** are not accepted.

[3] Ensure your files do not exceed **size limits (max 5MB per file)**. You may need to split your files.

[4] All files must have **a unique name**, such as GCE1.pdf, GCE2.pdf, etc. Avoid using special characters like **@, #, &, % in file names.**

[5] **Check Legibility:** Ensure that scanned documents, especially certificates or transcripts, are clear and readable. Blurry, dark, or incomplete documents may result in delays or rejection of your application. Only minor adjustments, such as sharpening for clarity, are permitted. Any other digital enhancements, alterations, or doctoring of documents are strictly prohibited and will not be accepted.

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[6] **Upload the Files**

- Click on Select File(s)
- Navigate to the folder where your documents are stored.
- Check the file name(s) to ensure you are uploading the correct file(s).
- Select the file and click "Open" (or double-click the file).
- Repeat this step for each document if multiple uploads are required.
- Alternatively, you can drag and drop your file(s) to the "Upload Supporting Documents" section.
- Text will appear to inform you whether the files are valid or invalid.
- If the file size exceeds the limit or if the format is incorrect, you'll see a notification onscreen. Adjust your file and re-upload if necessary.
- Click 'Refresh Page' to view the current status of the uploaded documents (documents "uploaded" have been sent to CAO, documents "received" are ready for review by CAO).
- After uploading a file, you can delete it right away by clicking the "delete" button. When the "delete" button is no longer available, you will need to email the CAO to request deletion.
- You will receive an email confirming your document submission.
- Supporting documents will be available to view in your application on 17 April.

[7] **Supporting documents** must arrive in CAO within 10 days of registering online with CAO **(or by 10 February, 2025 at 5pm)**. Supplying documents after 10 February 2025 will result in a delay in the processing of your application. Your documents will still be added to your CAO account and will still be processed by CAO.

[8] **Data Protection** See CAO Data Privacy policies at **www.cao.ie/privacy.**

[9] You must retain original copies of your transcripts or certificates as you may be required to present these to HEIs in advance of registration. Failure to present the required documents upon request of a HEI may result in a HEI withdrawing an offer of a place or declining to register you as a student.

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