

The Available Places facility

Adding Available Place courses
to a CAO application

The logo consists of the letters 'CAO' in a bold, black, sans-serif font, centered within a white circle. A thick black horizontal line is positioned directly below the letters, extending across their width.

CAO

Course Choices
section of an
applicant's
account (when
Available Places
facility opens)

Course Choices

[Available Place Courses](#)

To enter Advanced Entry courses, firstly click on the "Advanced Entry (year 2,3,4)" tab.

Entry to 1st Year

Advanced Entry (year 2,3,4)

N.B. An application should not be made for any course without first consulting the information literature of the institution offering that course.

Level 8 Course Choices:

1. [TR085](#) Business Studies and French
2. [DN200](#) Science (options) - Biological, Biomedical and Biomolecular Sciences
3. [AD101](#) First Year Art & Design (Portfolio, Common Entry) (*Restricted*)
4. [DN520](#) Joint Honours (options) - Art History / Celtic Civilisation
5. [TR208](#) Economics/Modern Language - German
6. [DN760](#) Education (options) -
7. [LM101](#) Medicine (Graduate Entry) - GAMSAT Required
- 8.
- 9.
- 10.

[Add Level 8 Available Place Courses »](#)

Level 7/6 Course Choices:

1. [AU547](#) Biomedical Engineering [Galway]
2. [AU549](#) Engineering - Common Entry [Galway]
3. [US714](#) Computer Engineering [Athlone]
4. [AU538](#) Civil Engineering [Galway]
5. [MT781](#) Animal Bioscience [Kerry]
6. [AU231](#) Animation [Letterkenny]
7. [SE733](#) Agricultural Systems Engineering [Carlow]
8. [SE716](#) Architectural Technology [Waterford - Granary]
9. [US733](#) Pharmaceutical Sciences (Drug Development and Analysis) [Athlone]
10. [SC701](#) Strength and Conditioning [Online]

[Add Level 7/6 Available Place Courses »](#)

Instructions that
the applicant will
see when they
click on 'Add
Available Place
Course'

2023 Available/Vacant Place Application

Available Place Courses

Instructions

To make an Available/Vacant Place application, you will need the course codes of the available/vacant place courses for which you wish to apply (click on the 'Available Place Courses' button above to view a list of these courses).

Do not attempt to apply for a course for which you have already received an offer. Instead, contact the relevant institution and request that they record an acceptance on your behalf.

IMPORTANT: Application for an Available Place/Vacant Place course does **NOT** guarantee an offer for that course. Applicants must satisfy the Minimum Entry requirements as specified by the relevant HEI.

IMPORTANT: Mature applicants and applicants who have qualifications other than the Irish Leaving Cert and/or QQI FET/FETAC Level 5/6 must contact the appropriate HEI before completing an available place application.

Please note the following guidelines when making an available/vacant place application:

- Applicants must meet the normal minimum entry terms for the course(s) in question.
- Previously published points in an earlier round of offers in the current year should not be taken as being the points requirements for available place courses.
- Available/Vacant place course codes may only be inserted higher in your list of preferences than any offer which you have received to date.
- If you still wish to be considered for any existing courses, you must insert all available place courses below those you wish to retain.
- If you have already applied to CAO this year, then an Available Places application is not separate to your existing application, you are inserting courses into your existing list of course choices.
- The Available Places application procedure is similar to the Change of Mind procedure. However, except for courses in which available places have been advertised, you may not re-order your original course choices.
- You may only have a total of 10 course choices in any course list (Level 8 and Level 7/6). If you wish to add an available place course to a list already containing 10 entries, the course code at the bottom of the list (i.e., preference 10) will be deleted.
- Remember to follow the fundamental rule of the CAO application system, i.e. **place your course choices in genuine order of preference**. If you place an Available Place course as your first preference and you get an offer on this course, then you will not be offered any course lower in your order of preference.

Please click on 'Start Available Place Application' to proceed.

Cancel

Start Available Place Application »

After clicking on 'Start Available Place Application' the applicant will see their Existing Course Choice List. The same process applies for both the Level 8 and Level 7/6 list.

Available/Vacant Place Application

Existing Course Choice List

Click on 'Continue' to proceed with your available place application.

Level 8 Courses

1. TR086 - Business Studies and French
2. DN200 - Science (options)
3. AD101 - First Year Art & Design (Portfolio,Commo
4. DN520 - Joint Honours (options)
5. TR208 - Economics/Modern Language
6. DN760 - Education (options)
7. LM101 - Medicine (Graduate Entry) - GAMSAT Requi
8. -
9. -
10. -

Cancel

Continue »

After clicking on 'Continue' the applicant will be brought to the following screen where they can select up to 10 Available place courses – to view courses available for application, click on the 'Available Place Courses' tab

Available/Vacant Place Application

Choose Level 7/6 available place courses

Available Place Courses

Select up to 10 available place courses and click on 'Continue'.

Select Available Place Courses

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Cancel

Continue »

After selecting Available Place courses and clicking on 'Continue', the applicant will be asked where they want to insert each of the Available Place courses indicated in the previous step. The Available Place course insertion is dealt with on a course-by-course basis.

Available Place Application

Insert Available Place Course

GB001 - Business

Please indicate where you wish to insert course GB001 by clicking on the appropriate 'Insert' button.

N.B. Please pay particular attention to your order of preference.

Level 7/6 Courses

— Insert GB001 into position 1

1. AU547

— Insert GB001 into position 2

2. AU540

— Insert GB001 into position 3

3. US714

— Insert GB001 into position 4

4. AU538

— Insert GB001 into position 5

5. MT781

— Insert GB001 into position 6

6. AU231

— Insert GB001 into position 7

7. SE733

— Insert GB001 into position 8

8. SE710

— Insert GB001 into position 9

9. US733

— Insert GB001 into position 10

10. SC701

Cancel

Available/Vacant Place Application - Check Screen

After the applicant has inserted the Available Place courses into the relevant positions and clicked on 'Submit to CAO' the following 'Check Screen' will appear.

If the applicant is happy with the position of the courses, they should click on 'Submit to CAO' to complete the Available Places application

Please review your course choices and click on 'Submit to CAO'.

IMPORTANT: You have not completed your Available Place Application until you have clicked on 'Submit to CAO' and your new course listing has been displayed.

Level 7/6 Courses

1. **AU547** - Biomedical Engineering
2. **GB001** - Business
3. **AU549** - Engineering - Common Entry
4. **US714** - Computer Engineering
5. **AU538** - Civil Engineering
6. **MT781** - Animal Bioscience
7. **AU231** - Animation
8. **SE733** - Agricultural Systems Engineering
9. **SE716** - Architectural Technology
10. **US733** - Pharmaceutical Sciences (Drug Development and Analysis)

Cancel

Submit to CAO »

Clicking 'Submit to CAO' will change your CAO Level 7/6 course choice list.

After clicking on 'Submit to CAO' the following screen will appear. If the applicant is unhappy with their list, they can repeat the steps (if the Available Places facility is still available)

Course Choices [Available Place Courses](#)

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Entry to 1st Year **Advanced Entry (year 2,3,4)**

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[Add Level 7/6 Available Place Courses »](#)

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For existing CAO applicants, it is important to remember to follow the fundamental rule of the CAO application system, i.e. **place your course choices in genuine order of preference.**

If you place an Available Places course as your first preference and you get an offer on this course, then you will not be offered any course lower in your order of preference.

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