

✓ CAO Mature Applicant Checklist

1. Check Application Requirements

- Confirm with the Admissions Office of your chosen institution whether you need to apply through CAO or directly.
 Contact details: www.cao.ie/hej
- Read the CAO Handbook: www.cao.ie/handbook
- Visit HEI websites and prospectuses for entry requirements and course details.

2. Create CAO Application

- Complete your online application at www.cao.ie/apply
- Register before **1 February at 5 pm** to avoid restrictions.

3. Select Relevant Qualifications and Assessment Categories

- In the CAO form, select all applicable qualification categories (e.g., Mature Applicant, Leaving Certificate, QQI FET/FETAC, Higher Education, etc.).
- You may select multiple categories if relevant.

4. Enter Course Choices

- Enter course choices before **1 February at 5 pm**.
- List courses in **genuine order of preference**.
- For restrictions: www.cao.ie/restrictions
For changing choices: www.cao.ie/com

5. Complete Mature Applicant Section

- Log in to your CAO account via **'My Application'**
- Complete the Mature Applicant section before **1 March at 5 pm**.
 Help available at: www.cao.ie/mature

6. Provide Qualification Evidence

- Submit evidence of listed qualifications **within 10 days of applying** or by **10 February at 5 pm**.
- Do **not** list qualifications without providing evidence.
- You may upload or post your documents to CAO. Do not do both. For upload instructions go to www.cao.ie/upload or for instructions on posting your documents go to www.cao.ie/post

7. Evidence of English Language Competency (if applicable)

- If English is not your first language, provide evidence of English language competency.
- Contact the Admissions Office of the institution for specific requirements.
 Contact details: www.cao.ie/hej

8. Exceptions for Specific Courses

- Mature applicants to **nursing/midwifery, primary teaching, and graduate-entry courses** are **not required** to complete sections 1–11 of the Mature Applicant form.
- If applying for other courses, you **may need** to complete the Mature Applicant sections for those.