

## CATEGORIES OF QUALIFICATIONS AND ASSESSMENTS

Some applicants may select one or more of the sections below, and it is important that applicants inform CAO of all qualifications in order to be credited for them at the offer stage. Please follow the instructions for the sections that are relevant to you. Unless these instructions are followed precisely, it may be necessary to suspend processing of your application and to contact you to seek compliance with the requirements. In such cases, an additional processing fee of €10 will be imposed.



**TIP:**  
For more information on supporting documents, go to the inside back cover (page 99)

### 1. IRISH LEAVING CERTIFICATE EXAMS (1985–2023)

If you are applying on the basis of Leaving Certificate results you will be asked to enter the name and address of your second-level school(s) and the years attended. If you are a current year Leaving Certificate candidate you must tick the box provided. Usually, you will not have your Leaving Certificate examination number when you first make your CAO application, but at a later date you will be asked to verify your Leaving Certificate examination number on your Statement of Application Record which you will receive in May. If you have previously sat the Leaving Certificate you must provide your examination number(s) and the year(s) in which you sat your examination(s). If you do not know your Leaving Certificate examination number you may contact your school or the State Examinations Commission.

**Please note:** Leaving Certificate Applied or pre-1985 Leaving Certificate examinations should be recorded under box 5 'Other School Leaving Exams'.

APPLYING TO CAO: A VIDEO GUIDE FOR LEAVING CERTIFICATE APPLICANTS



### 2. QQI FET/FETAC LEVEL 5/6 EXAMS (2002–2023)

If you are taking and/or have completed a QQI FET/FETAC Level 5/6 award between 2002 and 2023, please enter your PPS number in the box provided so that CAO can obtain your examination details directly from QQI. Certificates will need to be provided for QQI FET/FETAC exams taken in conjunction with other bodies e.g. FÁS/Teagasc/Craft Certificates.

A GUIDE TO THE CAO FOR QQI FET/FETAC APPLICANTS



**Please Note:** Specific QQI FET/FETAC Level 5/6 awards may be required for entry to particular courses. You should check the appropriate HEI literature to ensure that your QQI FET/FETAC Level 5/6 course is acceptable, and visit the **QQI FET page in the Applicants section of [www.cao.ie](http://www.cao.ie)**.

A full QQI FET/FETAC Level 5/6 Award is required; a QQI FET/FETAC Level 5/6 Record of Achievement / Component Certificate is not sufficient.

### 3. FETAC LEVEL 5/6 (NCVA LEVEL 2/3) EXAMS (2001 OR EARLIER)

Mention any pre-2002 examinations which have been fully completed, including the year taken and a brief description. Submit certified A4 photocopies of certificates for any pre-2002 NCVA Level 2/3 examinations.

If you require previous FETAC Level 5/6 examinations to be combined with your current year QQI FET/FETAC Level 5/6 examinations, you should contact QQI FET/FETAC to ensure that CAO receives the combined results in the current year examination results file.

**Please Note:** Specific QQI FET/FETAC Level 5/6 awards may be required for entry to particular courses. You should check the appropriate HEI literature to ensure that your FETAC Level 5/6 course is acceptable and visit the QQI FET page in the Applicants section of [www.cao.ie](http://www.cao.ie). A full QQI FET/FETAC Level 5/6 Award is required; a QQI FET/FETAC Level 5/6 Record of Achievement / Component is not sufficient.

#### 4. GCE/GCSE (ENGLAND (INCLUDING CAMBRIDGE INTERNATIONAL), WALES, AND NORTHERN IRELAND EXAMS 2006–2023)

If you are applying on the basis of GCE/GCSE examinations, you must supply your details in the tables provided in this section.

Under the table headed “2006-2022 GCE A/AS and/or GCSE Examination Details:” applicants are required to enter the details of their prior year examinations i.e. year, sitting, level, subject and grade (prior year EPQ should be entered as an AS level under the subject heading “Other”). For any GCE/GCSE examinations which you have already completed, and for which a certificate has been issued, you must post certified A4 photocopies (certified by a school stamp) of the appropriate certificates to CAO - these will form part of your eligibility for consideration for entry to courses. Please include your CAO application number on the front of these certificates.

Under the table headed “GCE/GCSE examinations TO BE TAKEN:” you must provide the Exam Board, Centre Number, Candidate Number, Subject(s) and Level in the spaces provided.

Please Note: Certificates or statements of results must be issued by the exam boards (containing the exam board logo). Documents produced by schools will not be sufficient.

Boards other than CAIE, CCEA, UCLES, WJEC, OCR, Pearson (Edexcel), AQA, and AEB must be entered under “Other School Leaving Exams”.

Candidates for current year Cambridge Pre-U and Extended Project Qualifications are required to enter the board, centre and candidate numbers under GCE/GCSE. Certified photocopies of these qualifications should be posted to CAO once they are available. Prior year Cambridge Pre-U should be recorded under “Other School Leaving Examinations”.

For more information on qualifications and assessments for GCE applicants visit the Applicant Scoring page in the Applicants section of [www.cao.ie](http://www.cao.ie).



#### 5. OTHER SCHOOL LEAVING EXAMS

(e.g. Baccalaureate, Scottish Exams, pre-1985 Irish & pre-2006 UK Exams, Leaving Exams outside of UK & Ireland, Leaving Cert Applied, Level 3 BTEC, GNVQs, VCEs, Irish Matric Exams, Non-current year Pre-U, etc.)

Please provide details of other school leaving exams and the years they were completed. Describe the examinations briefly, including details of the National or European framework level where relevant. Applicants are generally required to supply a certified copy of their final school leaving examination results as soon as they are available. Documents not printed in English must be accompanied by an official translation carried out by a professional translation service. If you are a May 2023 IB candidate, please ask your IB coordinator to list ‘Central Applications Office’ among the list of institutions that will have permission to access your results. In this way, when results are released, CAO will be able to access your May 2023 results (only) online and add them to your application file. We will then supply them to the Higher Education Institutions that you have applied to for their consideration.

You may also be required to supply proof of English language proficiency: this should be sent out as soon as available. If you have further queries in relation to English Language proficiency, please see HEI websites or contact HEIs directly. HEI contact details can be found on the CAO website.

If you are sitting your examinations this summer, you do not need to supply your documents within ten days of applying, but you must supply the certified photocopies of your results as soon as they are available to you. For entry requirements criteria for EU/EFTA applicants, go to the Applicants section of the CAO website. Documents must be with CAO a minimum of 12 days before the relevant offer round. HEIs may consider documentation received after this date, but there is a risk it may not be considered until a subsequent round.

**Please note:** Candidates born and fully educated outside the Republic of Ireland who are presenting qualifications other than the Leaving Certificate for matriculation are automatically exempt from Irish and do not need to make application to the NUI.



## 6. FURTHER EDUCATION (OTHER THAN QQI FET/FETAC LEVEL 5/6 AND NCVA LEVEL 2/3)

Provide information about any other Further Education courses that you have undertaken that do not fall into one of the other sections on this application form, for example, City & Guild awards, SOLAS, FÁS awards, BTEC level 4 or higher etc. Mention any Post-Leaving Certificate courses (Republic of Ireland) – apart from the FE qualifications mentioned in categories 2 and 3 – and describe briefly on additional pages any special experience and/or qualification stipulated in HEI literature as being relevant for the admission process. You can send certified A4 photocopies of certificates to support your application. If relevant, state on additional pages the dates, locations, subjects and (if known) results. Mention any other relevant Further Education/Training qualifications.

## 7. THIRD-LEVEL HIGHER EDUCATION

The following should be submitted to CAO if you have completed a course, if you are currently studying in higher education, or if you withdrew from higher education at any stage:

1. If you have **completed** a course you should include an academic transcript or a certified photocopy of an academic transcript with your postal documents.
2. If you have **withdrawn** from a course before completing it you should enclose a certificate of attendance (with your postal documents) showing the relevant dates of entry and withdrawal.
3. If you are still **attending** an institution of higher education give full details stating institution(s) attended, course(s) taken, dates of attendance, current status and results obtained. Attach these details to your postal documents. You do not need to supply the documentation mentioned in points 1 and 2 above.

This information is required 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.

If you are applying on the basis of your Leaving Certificate or QQI-FET qualifications, this information is required by the HEIs in order to make fees eligibility assessments.

## 8. MATURE APPLICANTS

Normally mature applicants should be 23-years-old on or before 1 January in the year of entry (e.g. 1 January 2023 for admission in Autumn 2023) and must apply by 1 February 2023 at 5pm. The Mature Applicant Form (part of the CAO application form) must be completed by 1 March 2023 at 5pm (please read the instructions on pages 10 and 11 before completing this form).

**Please note:** some HEIs may have a different age requirement, different definitions of mature applicants, etc., and some will consider applications received after the 1 February closing date. Further details are available on [www.cao.ie/mature](http://www.cao.ie/mature)

### Mature Applicant Form

HEIs wish to carefully evaluate applications from mature applicants and, therefore, need certain information to be provided using the Mature Applicant Form as outlined below:

1. **Highest Qualification to Date:** Please enter details of the highest qualification that you have achieved to date. If you have not received any formal qualification you can enter 'Not Applicable'. Qualifications that should be included in this section range from Level 3 (Group Certificate) to Level 10 (PhD) qualifications, BTEC and School Leaving Certificates.
2. **Current Studies:** If you are currently studying other courses, please outline details in a separate document and include with the supporting documents being sent to CAO.
3. **Post-secondary Education:** In this section you must provide all details of higher and further education that you have undertaken, for example, Higher Certificate, National Certificate, Bachelor (Honours) Degree, etc. Other examples of further education studies include NCVA Level 2/3, QQI FET/FETAC Level 5/6, Access Course, PLC, City & Guilds, etc.
4. **Second Level Education:** It is important to provide information and results for any exams that you have taken, e.g. Junior Certificate; Leaving Certificate (pre-1985 only); GC(S)E, etc., and the dates awarded.

Leaving Certificate examination results from 1985 onwards are available to CAO from the State Examinations Commission based on the year and examination number supplied by you in the appropriate section of the application form. This information should be supplied under Category 1. LCE 1985 – 2023.

5. **Non-certificate Courses:** Examples of non-certificate courses include personal interest courses such as Art Appreciation, Film Studies, etc.
6. **Employment or Voluntary Work:** Starting with your most recent position, please provide details of all employment/voluntary work including the name and address of the employer, position held, period of employment and description of duties.
7. **English Language Proficiency (if applicable):** If English is not your first language you must provide evidence of English language proficiency and details of the English language qualification(s) that you hold. See HEI websites for specific requirements.
8. **References:** As part of your application you will be expected to provide the names of two referees (e.g. a previous employer or educator) who can be contacted by the admissions officer(s) of the institution(s) that you are applying to, to verify relevant aspects of the information provided on your application form.
9. **Statement of Interest:** In no more than 1,500 characters you will be asked to explain the relevance of your life/educational experience to your application, and state your educational goals and objectives.
10. **Hobbies/Interests:** In no more than 500 characters indicate any hobbies/interests that relate to your proposed study at third level.
11. **Additional Information:** In this section please indicate if there is any additional information of which you wish to advise us that would necessitate special arrangements during the application or assessment process.

**If you have queries about the information required in sections 1-11 above please contact the Admissions Offices(s) of the HEI(s) to which you wish to apply.**



### Supporting documents for mature applicants

As well as completing the online CAO application, including sections 1 – 11 of the Mature Applicant Form, applicants must post the following supporting documentation to CAO, Tower House, Eglinton Street, Galway, Ireland:

1. Evidence of any qualifications that you have indicated in your online application.
2. Supplementary information that you were unable to include in the space provided.
3. Any documentation required by each of the institutions to which you are applying – details of same are available from [www.cao.ie/mature](http://www.cao.ie/mature)
4. If English is not your first language you must provide evidence of competency in the English language.
5. Please include your CAO application number on all supporting documents being sent to CAO.

The above-mentioned documents must arrive in CAO within 10 days of registering online with CAO. See inside back cover (page 99) for more information on supporting documents.

### Important information for mature applicants

Mature applicants to nursing/midwifery and/or mature entry to primary teaching are not required to complete Mature Applicant sections 1-11 unless they are also applying to other courses and wish to be considered on the grounds of mature years for those courses. For more information on mature nursing/midwifery go to page 18.

If you are applying for mature entry to primary teaching in Dublin City University, Marino Institute of Education, Mary Immaculate College Limerick or Maynooth University, you must apply to CAO by 1 February at 5pm. In March, those meeting the eligibility criteria will be sent an email (to the email account registered to their CAO account) with instructions for completing and submitting a supplementary form.

If you are applying for entry to primary teaching on the basis of mature years you must apply for these courses through CAO by 1 February 2023 at 5pm.

Mature applicants who wish to be considered on the basis of mature years must make a direct application to the following HEIs (please contact the institutions directly for more information and closing dates):