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CAO Press Release

Just over ten days left to submit a CAO application

The CAO deadline for late applications is Friday, May 1, at 5:15pm. Potential applicants for a place at a third-level institution are advised to register on the system well in advance of this deadline.

Applicants can register by logging on to the CAO website and clicking on 'Apply'. A copy of the CAO handbook is available to view and applicants can also use the 'Online Demo' before submitting their own online application.

Applicants do not have to enter their course choices at this time, as they will be able to use the online 'Change of Mind' facility which opens on May 5 at noon. The 'Change of Mind' facility is available to applicants free of charge up to July 1 at 5:15pm, however restrictions apply.

Certain categories of applicants may not be permitted to use the 'Late Application' or 'Change of Mind' facilities – details of restricted category applicants and restricted courses are available in the CAO handbook and on the website.

The following steps are provided by CAO as a guide for first-time applicants:

Step 1: Read the CAO Handbook, then go to www.cao.ie and click on 'Apply'.

Step 2: Enter your personal information in the spaces provided.

Step 3: Select the 'Qualifications and Assessments' section that is relevant to you. You may select more than one section if relevant.

Step 4: Enter your payment details.

Step 5: Create a password for your CAO account – you will need this password and your date of birth to log in to your account in future, so keep the details safe.

Step 6: Click on 'Proceed with Application'.

Step 7: Wait for your application to be processed. If successful, your CAO application number and personal information will appear on the screen – you will also receive an email and an SMS text if you have selected this option.

After this process has been completed, applicants can login to their CAO account using the 'My Application' facility to provide additional information to support their application, and to add, remove or reorder course choices using the 'Change of Mind' facility available from May 5 until July 1 at 5:15pm.

For more information go to www.cao.ie.

-Ends-

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