

**26/01/2017**

**CAO Press Release**

**CAO application deadline fast approaching**

***Over 65,000 applicants applied to CAO by the early deadline of 20<sup>th</sup> January***

The Central Applications Office (CAO) normal application deadline of 1st February at 5:15 pm is fast approaching, and it is advisable that anyone considering applying to CAO for an undergraduate place at a higher education institution begins work on this immediately.

Eileen Keleghan, communications officer for CAO, explains: "The majority of applicants apply to CAO online, and the first steps are very straightforward. By the 20<sup>th</sup> of January this year, over 65,000 applicants had already made an application.

"Applicants sometimes put off starting their application because they have not yet finalised their course choices, so it is important to remember that to obtain your CAO application number you do not need to enter your final course choices right away; you can log in to your CAO account up to 31<sup>st</sup> January at 5:15 pm to make changes to your application and to add, remove or change the order of your courses free of charge.

"Applicants should try to introduce some courses at this stage, but there are opportunities for most applicants to make changes using the Change of Mind facility which opens in May and closes on 1<sup>st</sup> July at 5:15 pm.

"There are some restrictions for restricted-category applicants, e.g. mature applicants, who must apply to CAO and fill out their course choices by 1<sup>st</sup> February at 5:15 pm. Those considering applying for a restricted course (such courses are highlighted in the Handbook as restricted) must list the course(s) on their application by 1<sup>st</sup> February at 5:15 pm.

From 2017, the course codes for mature entry to nursing/midwifery are the same as those used by standard applicants. Applicants wishing to apply for nursing or midwifery courses on the basis of mature years should apply for these courses through CAO by 1st February at 5:15 pm. They must also remember to register with PAS (or log in if previously registered) at [www.publicjobs.ie](http://www.publicjobs.ie), and apply to PAS between the 2nd February and 22nd February to sit the assessment test.

There are a number of useful resources available on the CAO website including a Demo Application facility, a Points Calculator, the CAO Handbook, and the CAO video guides.

Applicants with queries about their application are encouraged to review the CAO Handbook, the FAQs section of the CAO website, and if their question is not answered they can email CAO through the 'Contact' page at [www.cao.ie](http://www.cao.ie).

A guide for parents and guardians is also available to download from the 'Information for Parents' section of [www.cao.ie](http://www.cao.ie).

Information on the changes to the grading scheme and the new Common Points Scale is available at [www.transition.ie](http://www.transition.ie) and the Student Resources section of [www.cao.ie](http://www.cao.ie)

**-Ends-**

**For more information or to arrange an interview contact [ekeleghan@cao.ie](mailto:ekeleghan@cao.ie) or call 091 509884**

**Video Guide to obtaining your CAO application number: <https://vimeo.com/151786032>**

## Notes to the Editor

The CAO offers the following advice for applicants:

**1. Enter personal information carefully**

Applicants should take care when entering their personal information, especially their date of birth, as this will be required to log in to their account using the 'My Application' facility. Once applicants have registered using the online system they will receive an email containing their CAO application number and some of the personal details that CAO holds on file – applicants should check this information carefully and notify CAO of any errors or omissions immediately via the 'Contact' page on the website.

**2. Do not leave an application to the last minute**

Please allow for problems such as your browser timing out, your payment not processing, or any other issues which may result in you being unable to submit your application by the deadline. All application deadlines are final.

**3. Check the minimum entry requirements for courses before introducing them**

Every year CAO receives a number of applications for courses where the applicant does not meet the minimum entry requirements. Applicants who obtain the points for a specific course will not be offered a place if they have not met the minimum entry requirements (e.g. a third language or a H4 in a specific subject).

**4. Enter course choices in genuine order of preference**

Applicants should not place their course choices based on assumptions about points or expected examination results, but on the basis of their genuine preference from one to ten on both the Level 8 and Level 7/6 lists.

**5. Watch out for restrictions**

Most applicants will be familiar with the *Change of Mind* facility which opens in May and is available until 5:15 pm on 1<sup>st</sup> July; it is important to note, however, that a number of courses may not be introduced at this stage. These courses are highlighted in the CAO Handbook and in the prospectuses of the higher education institutions. Similarly, applicants applying through the 'Late Application' facility, which closes on 1<sup>st</sup> May at 5:15 pm, cannot apply for restricted courses and will also pay an increased application fee of €50 for online applications or €80 for paper applications.

**6. Use the Change of Course Choices facility if necessary from 5<sup>th</sup> February to 1<sup>st</sup> March**

After the normal application closing date, the *Change of Course Choices* facility becomes available for applicants who have applied to CAO by the 1<sup>st</sup> February deadline. This allows registered applicants the opportunity to introduce or remove courses for a fee of €10. This facility is mainly used by restricted category applicants (e.g. mature applicants) or applicants who omitted a restricted course to their application.

**7. HEAR and DARE applicants must start preparing supporting documents early**

Applicants applying for the HEAR and/or DARE schemes must apply to CAO by 1<sup>st</sup> February at 5:15 pm and complete the online HEAR or DARE (or both) forms before 1<sup>st</sup> March at 5:15 pm. All supporting documents must be received by CAO by 1<sup>st</sup> April at 5:15 pm – collecting all of the necessary supporting documents can take eight weeks or more.

**For more information contact Eileen Keleghan, communications officer, CAO on 091 509884 or email [ekeleghan@cao.ie](mailto:ekeleghan@cao.ie)**