

**27/10/2017**

**CAO Press Release**

**CAO opens for applications on Monday, 6<sup>th</sup> November**

The Central Applications Office (CAO) online application facility opens on Monday, 6<sup>th</sup> November from noon.

Applications can be made online for a reduced fee of €30 before the 20<sup>th</sup> January at 5:15 pm. A fee of €45 applies after this time and until the normal closing date of 1<sup>st</sup> February at 5:15 pm.

To apply to CAO go to [www.cao.ie](http://www.cao.ie) and click on 'Apply'.

Potential applicants are advised to read the CAO Handbook and to become familiar with the various guides available in the Student Resources section of the CAO website, including the demo application facility and the video guides explaining the application process.

CAO communications officer, Eileen Keleghan, reminds applicants that they can practice their application in advance: "There is an online demo application facility available on the CAO website. This facility can be used by applicants to become more familiar with the application form.

"Once you have read the CAO handbook you can go to the CAO website and click on Apply. You must enter your personal details and you will also be asked to indicate the qualifications and assessments sections that are relevant to you before making a payment and creating a password. Once all of these steps are completed correctly, you will receive an email containing your CAO application number and the details that CAO holds on file for you.

"When you have registered, you can log in to your CAO account to provide the additional information required to support your application and to enter your course choices.

"It is a good idea to enter some course choices at this stage, however applicants can log in to their account to add, remove or change the order of their courses as many times as they like up to 31<sup>st</sup> of January for no extra charge.

"There is no reason to delay registering with CAO. Leaving an application to the last minute causes unnecessary stress. You should obtain your application number and submit any additional information required of you before the 1st February at 5:15pm", added Ms Keleghan.

For more information go to [www.cao.ie](http://www.cao.ie)

**-Ends-**

For more information contact [ekeleghan@cao.ie](mailto:ekeleghan@cao.ie) or call 091 509884