

27/04/2018

CAO Press Release

CAO Late Application facility closing soon

The CAO deadline for late applications is Tuesday, 1 May at 5:15pm. Potential applicants 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' before 5:15 pm on 1 May. A copy of the CAO Handbook is available to view online, and applicants can use the online 'Demo Application' to practice with before submitting their own application.

Most applicants will be able to add in or amend their course choices via the Change of Mind facility, which opens on 4 May at noon, however some restrictions apply.

Certain categories of applicants may experience restrictions when using the Late Application or Change of Mind facilities, for example mature applicant. Details of restricted-category applicants and restricted courses are available in the CAO Handbook and on the CAO website.

The Change of Mind facility is available to applicants free of charge up to 1 July at 5:15pm.

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 should select every section relevant to you.

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 log in to their CAO account using the 'My Application' facility to provide additional information in support of their application, and to add, remove or re-order course choices using the 'Change of Mind' facility available from 4 May until 1 July at 5:15pm. For more information go to www.cao.ie.

-Ends-

For more information contact Eileen Keleghan, CAO Communications Officer, on 091 509884 or email ekeleghan@cao.ie