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CAO Press Release

CAO Late Application facility closing on 1 May at 5:15pm

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

To make an application, candidates need to go to www.cao.ie and click on 'Apply' before 5:15 pm on 1 May. A copy of the CAO Handbook is available to view online on the CAO homepage.

Most applicants will be able to add in or amend their course choices using the CAO's Change of Mind facility, which opens on 5 May at noon - however some restrictions apply.

Mature applicants and those wishing to apply for a restricted course may experience restrictions when using the Late Application or Change of Mind facilities - details of such restrictions are available on page 3 of the CAO Handbook, on the CAO website and by contacting the higher education institutions directly.

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: Carefully enter your personal information in the spaces provided.

Step 3: Select the 'Qualifications and Assessments' section(s) 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 containing your CAO application number and your email verification code.

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 from 5 May until 1 July at 5:15pm.

CAO communications officer, Eileen Keleghan, advised applicants with queries to submit their questions using the online Contact system on the CAO website. She said: "The CAO premises is temporarily closed due to the recent government measures introduced to control the spread of Covid-19 Coronavirus.

"If you have an urgent query or an account access issue please email us via the Correspondence Section of your CAO Account (or the Contact section of the website). Please remain patient and allow our remote access team sufficient time to deal with your request. Make sure to include as much information as possible to assist us in handling your query. There is no telephone service available at this time.

Applicants who are required to supply documentation to support their application are asked to wait until the restrictions are lifted before posting such documents.

For more information go to www.cao.ie.

-Ends-

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