Current Year LC not matched

Subject: IMPORTANT EMAIL FROM CAO - please read immediately [LCE exam number required]

This is an automatic email generated as a result of information on your CAO application relating to Leaving Certificate examinations.

When you made your application to CAO earlier this year you indicated that you are presenting Leaving Certificate examinations. In order to connect your application with your Leaving Certificate we need you to supply your examination number (also known as examination candidate number) and year.

You must now take the following steps:

- Log in to your CAO account via "My Application" and go to the Qualifications and Assessment Section.

- Details of examinations that we already have on your file can be seen in the Qualifications and Assessment section. Check these details carefully. A year and examination number should appear if you completed Leaving Certificate in any year from 1985 – 2023 inclusive, and/or if you are a Leaving Certificate candidate in 2024. Please note, some applicants will have more than one Leaving Certificate (e.g., those repeating this year).

- If you need to edit/add/remove your examination information, click on `Modify Details`.

- You will then be brought to the 'Edit Leaving Certificate Details' section where you will find instructions for adding/removing/editing your Leaving Certificate examination information (i.e. examination year and examination number).

The examination number is six digits and should not be confused with your CAO application number.

You must use the `Edit Leaving Certificate` details facility before 5pm on 8th April. After you submit changes, you will receive an email from CAO with instructions to check the changes that you have made. If you do not receive an email, check that you submitted the correct examination information by logging in to your account. You should see your changes listed under the heading `You have submitted the following changes` - this heading will appear under Irish Leaving Certificate Exams (1985 - 2024) in the Qualifications & Assessments section. If this heading is not visible, you will need to log in and modify your details again, remembering to press `Submit`.

CAO will process the data that has been edited/supplied before updating your application. Amendments supplied by 8th April will be available to view by 15th April.

We will send you a Statement of Application Record email in May. You must check that the correct information is on your account at that time.

If you cannot obtain your Leaving Certificate Candidate number, you should ask your school (if it is a 2024 Leaving Certificate number) or the State Examinations Commission if it is a Leaving Certificate completed before 2024.

Previous Year LCE mentioned but Zeroed (i.e. bad number/no number supplied by applicant)

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We will send you a Statement of Application Record email in May. You must check that the correct information is on your account at that time.

Please see notes below for further information.

Yours sincerely,

CAO Examinations Department

Notes:

If you cannot obtain your Leaving Certificate Candidate number you should ask your school (if it is a 2024 leaving certificate number) or the State Examinations Commission if it is a leaving certificate completed before 2024.

Some applicants intentionally omit this Leaving Certificate examination information - e.g. those applying for entry to graduate entry courses or for Mature entry. If you are certain you do not want your Leaving Certificate to be taken into account, you may remove the Exam Number and Year in the relevant section.

Current Year LC Not Mentioned

Subject: IMPORTANT EMAIL FROM CAO - please read immediately - LCE not mentioned

This is an automatic email generated as a result of CAO data checking processes.

While checking other data we came across the possibility that you may have unintentionally omitted current year Leaving Certificate examination information.

 You must now take the following steps:

- Log in to your CAO account via "My Application" and go to the Qualifications and Assessment Section.

- Details of examinations that we already have on your file can be seen in the Qualifications and Assessment section. Check these details carefully. A year and examination number should appear if you completed Leaving Certificate in any year from 1985 – 2023 inclusive, and/or if you are a Leaving Certificate candidate in 2024. Please note, some applicants will have more than one Leaving Certificate (e.g. those repeating this year).

- If you need to edit/add/remove your examination information click on `Modify Details`.

- You will then be brought to the `Edit Leaving Certificate Details` section where you will find instructions for adding/removing/editing your Leaving Certificate examination information (i.e. examination year and examination number).

The examination number is six digits and should not be confused with your CAO application number.

If you are not taking the Leaving Certificate examination listed in the `Edit Leaving Certificate Details` section you may remove it by clicking on the `x` button beside the Exam Number.

You must use the `Edit Leaving Certificate` details facility by 5pm on 8th April. After you submit changes, you will receive an email from CAO with instructions to check the changes that you have made. If you do not receive an email, check that you submitted the correct examination information by logging in to your account. Do not forget to press the `Submit` button to send your changes to CAO.

CAO will process the data that has been edited/supplied before updating your application. Amendments supplied by 8th April will be available to view by 15th April.

We will send you a Statement of Application Record email in May. You must check that the correct information is on your account at that time.

Please see notes below for further information.

Yours sincerely,

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Notes:

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Previous Year LC Not Mentioned

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While checking other data we came across the possibility that you may have unintentionally omitted Leaving Certificate examination information.

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