

Dear Guidance Counsellor/Principal,

I hope this email finds you well.

Please see below some updates and reminders for the remainder of the 2025 season.

1. Statement of Application Process

The expected date for commencement of the Statement of Application emails is Wednesday, 7 May (subject to change) for those presenting Leaving Certificate qualifications. Those presenting other qualifications will receive emails in the following weeks (e.g. QQI FET applicants will receive emails on 14 May, etc.). Emails will be sent to the email account applicants supplied on their CAO application. Applicants who have opted to receive text messages will be sent a notification by text to the mobile phone number supplied on their CAO application. As always, we ask for your assistance in reminding your students of the importance of following the instructions in this email and at www.cao.ie/soar

A video guide explaining the Statement of Application process can be viewed here: www.cao.ie/video

2. Change of Mind Deadline/Order of Preference

The CAO Change of Mind facility will open on Tuesday, 6 May at noon and closes on 1 July at 5pm. An `Order of Preference` infographic (which we would appreciate your help in sharing, either via your school's social media channels or by email) can be found here: www.cao.ie/preference

3. 2025 Offers and Acceptances Schedule

The 2025 Offers and Acceptances schedule can now be viewed in the Important Dates section of www.cao.ie

Round One offers will issue on 27 August from 2pm.

4. Discontinuation of the Exceptional Late Application process from 2025

The Exceptional Late application facility with a 22 July Closing Date is no longer available. This exceptional closing date was introduced many years ago to facilitate applications from those who are currently registered in Higher Education, and who are not going to progress in their current course. The latest date by which an applicant can make an application for 2025 is 1 May 2025 at 5pm (with the exception of Available Place applications).

5. Available Places video (new version for Guidance Counsellors)

A step-by-step guide to the Available Places facility (for Guidance Counsellors) is available to view here: <https://www2.cao.ie/downloads/documents/CAO-available-places-guide.pdf>

6. CAO Virtual Information Evening for Students and Parents

The CAO Virtual Information Evening for Students and Parents will take place on 16 October at 6pm. Registration for this event will open 1 October at www.cao.ie/webinar and spaces are limited. A recording of this event will also be made available in the days following the event from the same link.

7. 2025 November Conferences

The provisional dates and locations for the 2025 November Conferences are as follows:

4 November – Ormonde Hotel, Kilkenny

5 November – Clayton Hotel, Limerick

7 November - Online Conference

11 November – Glenroyal Hotel, Maynooth

12 November – Slieve Russell Hotel, Cavan

The Autumn Conferences registration page opens on 6 October at noon and closes on 24 October at midnight.

8. Document Upload Facility

CAO is exploring a Document Uploads facility for certain categories of applicants. As an alternative to posting documents to CAO, in the future it is hoped that applicants would upload their documents. A Document Upload facility would represent a significant convenience and cost saving to applicants, as well contributing to sustainability. We will keep you informed of any updates to this facility as they are finalised.

Kind regards,

Eileen Keleghan
Head of Communications