

Dear Guidance Counsellor/Principal,

I hope this email finds you well.

Please see below some updates and reminders for the remainder of the 2026 season.

1. Statement of Application Process

The expected date for commencement of the Statement of Application emails is Tuesday, 5 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 12 May, etc.). Applicants who have opted to receive text messages will be sent a notification by text and email to the number/email that they have supplied on their application form. 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 also open on Tuesday, 5 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 www.cao.ie/preference

3. 2026 Offers and Acceptances Schedule

The 2026 Offers and Acceptances schedule will be made available in the Important Dates section of www.cao.ie as soon as the date for the release of the Leaving Certificate results is confirmed.

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 is 1 May 2026 at 5pm

5. CAO Virtual Information Evening for Students and Parents

The CAO Virtual Information Evening for Students and Parents will take place again in October (date TBC). 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.

6. 2026 November Conferences

The dates and locations for the 2026 November Conferences are as follows:

3 November – Kingsley Hotel, Cork

4 November – Clayton Hotel, Limerick

6 November - Online Conference

10 November – Johnstown Estate, Enfield

11 November – Sligo Park Hotel, Sligo

The Autumn Conferences registration page opens on 5 October at noon and closes on 23 October at midnight.

7. Document Upload Facility

Following on from the successful pilot last year, the Document Upload facility was introduced for all qualifications categories from 2026. This facility has been very popular, with over 90% of applicants choosing to upload their qualifications documents. It is not currently possible to upload HEAR, DARE, Disability or Graduate Medicine documents.

Thank you for your assistance in communicating these updates to your students and colleagues.

Kind regards,

Eileen Keleghan

Head of Communications