CAO

Statement of Application

Checking My Statement of Application

In May, a Statement of Application Record e-mail is sent to all applicants. This year, the Statement of Application Record e-mail replaces the postal Statement of Application Record.

The purpose of this e-mail is to instruct you to log in and verify that all of your information has been recorded completely and correctly on your CAO Account.

Log in to your CAO Account on www.cao.ie to review your account information, including your personal details, the qualifications and assessments section (examination information) and your course choices. Do not delay.

If there are any errors or omissions inform CAO immediately. Failure to correct errors or omissions at this stage may have very serious consequences and lead to the loss of a place.

CAO have a very useful video to assist you with checking your Statement of Application.

https://vimeo.com/417724441

PLEASE WATCH THIS VIDEO FROM CAO

Personal Details

Check that all of your personal information is correct. Pay particular attention to the date and place of birth as eligibility may depend on it. This information is subject to later verification by HEIs. If you need to make changes, click on 'Change Personal Details'.

Qualifications and Assessments

Please ensure that you have provided details of any examinations being taken this year, or any examinations taken in previous years. Please read the section(s) relevant to you for more detailed instructions.

Checking Information

Leaving Certificate Applicants (LCE) 1985 - 2020

2020 Leaving Certificate Applicants

Check that your Leaving Certificate examination number is correct. Do not assume that it is, check the number on your CAO application with the number supplied to you by the State Examinations Commission.

If your Leaving Certificate examination number is incorrect or missing:

1. Log in to your CAO Account
2. Go to the Qualifications and Assessments section and click on 'Contact CAO regarding LCE'.
3. Enter your correct examination number in the box provided and click on 'Submit Query'. Please allow some time for this change to be reflected in your CAO Account. If we receive your changes/updates before the end of May they will be updated to your account in early June. Do not delay in updating this information. If your examination number has not been corrected within ten days of the issue of Round One offers, you may miss out on a Round One offer.

Checking my LC examination number

- First time Leaving Certificate students follow the above instructions
- Repeat students must also check their 2019 Leaving Certificate examination number is listed and correct – otherwise you may not satisfy entry requirements

Supporting Documents

You can view documents you have sent to CAO by clicking on 'View Supporting Documents'. If this facility is not available to you, this is because you have not sent any documents to CAO, or your documents were received by CAO after the current Covid-19 restrictions took effect.

All documents received by CAO up to 25th March have been scanned and added to applicant accounts.

If your documents arrived after this date you will have an opportunity to view your supporting documents at a later date (We will e-mail to prompt you to check your documents at a later date – you must do so when prompted and no later than 30th June).

Please note: HEAR and/or DARE documentation is not available to view via 'View Supporting Documents'.

Language Exemptions

If you have been granted an exemption from the NUI Irish (and/or third language) requirement, and there is no reference to it in the Qualifications and Assessments section, please notify us immediately by sending a query from the Correspondence Section of your CAO account.

If you have been granted an exemption from Trinity College Dublin matriculation/language requirement and there is no reference to it on the Statement of Application Record, please notify us immediately by sending a query from the Correspondence Section of your CAO account.

If wish to seek an exemption from minimum entry requirements, such as Irish or a third or modern language, you must contact the Admissions Office of the Higher Education Institutions (HEIs) you are applying to (in the case of NUI institutions contact the NUI, see www.nui.ie for details). CAO plays no role in processing exemption applications.

Course Choices

Do not assume that your course choices are correct. Check the course codes against the CAO Handbook/website and ensure that they are in the desired order of preference.

You can change your course choices as many times as you like (and free of charge) from 5th May at 12pm up to 1st July at 5:15pm by logging in to your CAO account and clicking on Change Level 8 Course Choices or Change Level 7/6 Course Choices. If you have no courses recorded at this time you will clicking on Add Level 8 and Add Level 7/6 Course Choices.

Please note: Since the CAO Handbook was printed, there have been some changes to course offerings in some of the Higher Education Institutions. 'Changes to the 2020 Handbook' section.

DOS AND DON'TS

- Do place all courses in order of genuine preference – include dream courses and courses well below your points but place all of them in order of preference
- Check that you meet entry requirements for each course.
- Do use both lists – Level 6/7 courses often finish with the same qualification, but the entry requirements are lower.
- Do remember you will be offered the course you qualify for nearest the top and you lose all courses beneath your offer. You may move up in Round 2 but NEVER down.
- Do act now as deadlines are strictly adhered to.

DON'T

- Don't list courses based on points or exclude courses because I won't get the points.
- Don't list courses you don't satisfy the entry requirements for.
- Don't list courses you are not interested in because you may get that course.
- Don't list courses in private colleges unless you are willing to pay their fees. The government will not pay private college fees.
- Don't list courses you have not researched

Final Tips

Keep an eye on communication from the CAO as it can be very serious to miss it, especially for DARE and HEAR students

Research all options you apply for.

Remember Order of Preference is crucial in placing your courses.

Ensure you check course choices – ideally ask a parent/guardian to sit with you when you make changes. Take a screen shot and show it to someone and ask them to read it back to you to check it is correct

Please include equivalent level6/7 courses for Level 8 courses in Institutes of Technologies/ Technological Universities

Errors and Omissions notified after the deadline cannot be amended