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[www.ncyics.ie](http://www.ncyics.ie)  YOUTH information centre SLIGO

9.00 am – 5.00 pm (Mon – Thurs)      9.00 am – 4.30 pm (Friday)

# CAO

## APPLICATION TIPS



**Open Days** - Attend College open days as much as possible

**Use websites** such [Qualifax.ie](http://Qualifax.ie), [Careersportal.ie](http://Careersportal.ie) and [GradIreland](http://GradIreland). These websites are great for breaking down course points history, content learned and contact details for course directors. GradIreland specifically aims at careers for those with degrees in their chosen subject i.e. jobs prospects for those with a science degree. [Eunicas.com](http://Eunicas.com) is another valuable tool for those who wish to pursue third level education in Europe.

**Preference not Points** - When filling in your CAO make sure to put the course you really want as your FIRST CHOICE. Despite what results you think you may get. The order in which you fill in your choices is the most important step in the process. **Put your favourite course FIRST**, then in order of what you want.

**\*Research Everything about your Course\*** - Make sure you have all the information you need about the courses you are applying for. That includes; Course Modules, Career Prospects, Award, Number of years, and outcome of the course. Location and Travel, Accommodation Costs, Facilities,

**Look at what COURSES YOU DONT want first** - Take time to really go through the CAO site and the courses you are thinking of choosing.

**Choose from Level 7 & Level 8** - If you are set on one particular course, always have a backup. Level 6/7 courses are just as important as Level 8's. Always fill both sections.

**EXTRA SUPPORTS FOR STUDENTS** apply for the DARE/HEAR schemes, if eligible. Find all of the information here <http://www.accesscollege.ie/>

**Change of Mind** - Don't forget the "Change of Mind" facility. This is available after **May 1st until July 1st** and allows the student to amend their CAO as many times as you want.

If for any reason you need to contact the CAO Applications office it may be contacted between the hours of 9:30 – 13.00 and 14:00 to 17.15, Monday to Friday. [www.cao.ie](http://www.cao.ie)

## CHECK IMPORTANT KEY FACTORS

1. **\*Minimum Entry Requirements – Most Important \***
2. Restrictions for each course
3. EARLY APPLICATION DATES
4. SUPPLEMENTARY INFORMATION
5. INTERVIEW AS PART OF PROCESS

### How many subjects are counted for CAO points?

The six best results, in recognised subjects, in one Leaving Certificate Examination will be **counted** for **points** computation. One sitting only of the Leaving Certificate Examination will be **counted** for **points** purposes.

**NAME** You should enter your name as it appears on your Birth Certificate or Passport.

**\*CAO Application Number** – will be emailed to you after you have made your application. **THIS IS IMPORTANT** – Keep somewhere safe! Email it to yourself.

**EMAIL** - Make sure EMAIL IS CORRECT. If you do not receive an email with your application number your application has not been processed successfully.

### LOGGING INTO ACCOUNT You will need

CAO number

Date of Birth

Account Password

**COURSE CHOICE** Applicants Should Place their course choices in **order of preference**. Ask yourself which one do you least like???

1. Science
2. Law
3. Construction

**CHECK** - STATEMENT OF APPLICATION RECORD you will receive by email.

**Before the end of May**, you will be sent a **Statement of Application Record** as a final acknowledgement and to enable **you** to verify that all information has been recorded completely and correctly. You should check the following:

1. Are all of your course choices shown and in the correct order?
2. Are all of the course codes correct?
3. Are the examination numbers correct?
4. Are all examinations and exemptions mentioned?
5. Are all personal details correct?

If you have **not** received the Statement by **1 June** you must contact CAO immediately. Failure to do so may have very serious consequences, for example, you might not receive an offer.

**CHANGE OF MIND – FREE** between **Nov – 1 Feb 5.15pm AND 6 May – 1 July**  
To change course choices, log in to your CAO Account via the My Application facility and click on Change Level 8 Course Choices or Change Level 7/6 Course Choices. You can then **use the New Courses list** to enter new courses, disregard existing course choices, or re-order your existing course selection. You must list **all** of your courses in your order of preference on the new list. If you change courses online, an acknowledgement will be sent to your

### **ACCEPTING AN OFFER**

If you receive an offer and you choose to accept this offer, you can do so online or by post, but **do not do both**. If you receive an offer from both lists you must choose between them - **you can only accept one offer, in any one round, from either the Level 8 or the Level 7/6 list**.

Accepting a lower preference course in an earlier Offer Round will not prevent you from receiving an offer in a subsequent round of a course higher up on your course choices list if you are deemed eligible. Should a place become available in a later round, and if you are entitled to this place, you may receive an offer which you can choose to accept or ignore. Accepting the new offer will automatically cancel the previous acceptance.