



**MAPPING  
YOUR FUTURE**



# PURPOSE OF THE CAO



CAO processes Applications to undergraduate courses in Higher Education Institutions (HEIs).

Offers are issued and acceptances are recorded by CAO.

Assessment of Applications and decisions on admissions are made by HEIs Admissions Officers.

# APPLICATION PROCESS





# HEI PROSPECTUSES



Information on courses is available from each HEI and prospectuses should be consulted before making an Application.

# CAO HANDBOOK



CAO distributes to schools and individuals a Handbook (including an Application Form) containing instructions and information about the Application process.

Every applicant should be familiar with the contents of the CAO Handbook.



# TIMELY ACTION



**CAO**

**DO NOT LEAVE  
EVERYTHING TO  
THE LAST  
MINUTE.**



In order to be fair to all applicants, closing dates are strict and therefore action should be taken in good time.

# CHOOSING COURSES



Consult your Guidance Counsellor.

Discuss your options with family and friends.

Details about courses may be found in HEI prospectuses and by consulting HEI websites.



# APPLYING





# MAKING AN APPLICATION



Applicants are encouraged to apply online.

The website address is [www.cao.ie](http://www.cao.ie)

Applying online is cheaper and it prevents many of the errors commonly associated with completing a paper Application Form.



# APPLICATION FORM



The Application Form is mostly self explanatory.

Information which identifies you is of the utmost importance.

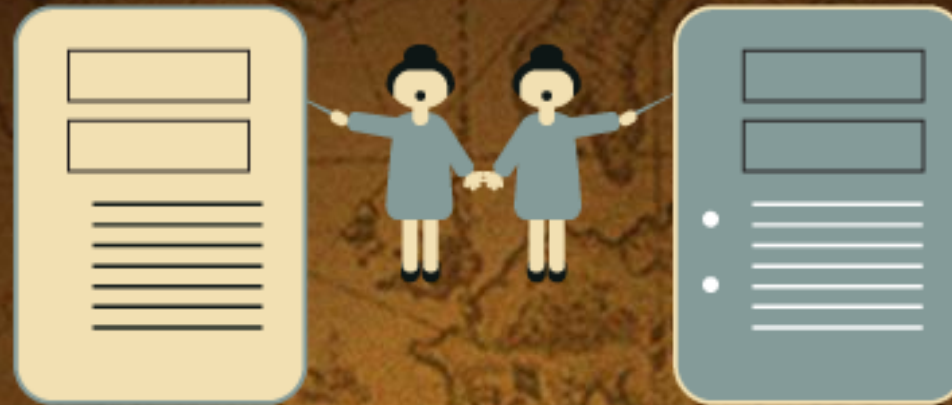
Carefully enter details such as your name, address, date of birth, schools attended etc

Your examination details must be entered with great care.

Make sure you inform CAO about all relevant qualifications.



# 2 APPLICATIONS IN 1



There are 2 course choice lists and applicants may make up to 10 course choices on each list.

Your choices on one list do not in any way affect your choices on the other list.

They may be considered two separate Applications on one form.

It is possible to receive an offer on both lists.

You may then decide to accept either your Level 7/6 or your Level 8 offer.

Alternatively, you might not wish to accept either offer.

# ORDER OF PREFERENCE



If you learn nothing else from this presentation let it be this...

**PLACE YOUR COURSE  
CHOICES IN GENUINE ORDER  
OF PREFERENCE!**

To do otherwise is a grave mistake.



# SPECIAL CATEGORIES



Most applicants will not be required to complete this section of the Application form.

For example, if you are a first-time Leaving Certificate candidate under the age of 23 and with no other relevant qualifications, you will not be required to complete the Special Categories section of the form.

# SPECIAL CATEGORIES



Applicants who will be required to complete this part of the Application Form include those who are applying on grounds of mature years, and those presenting qualifications other than Irish Leaving Certificate or FETAC Level 5/6.

Detailed instructions for the completion of this part of the Application Form may be found in the CAO Handbook and on the website.



# APPLICATION NUMBER



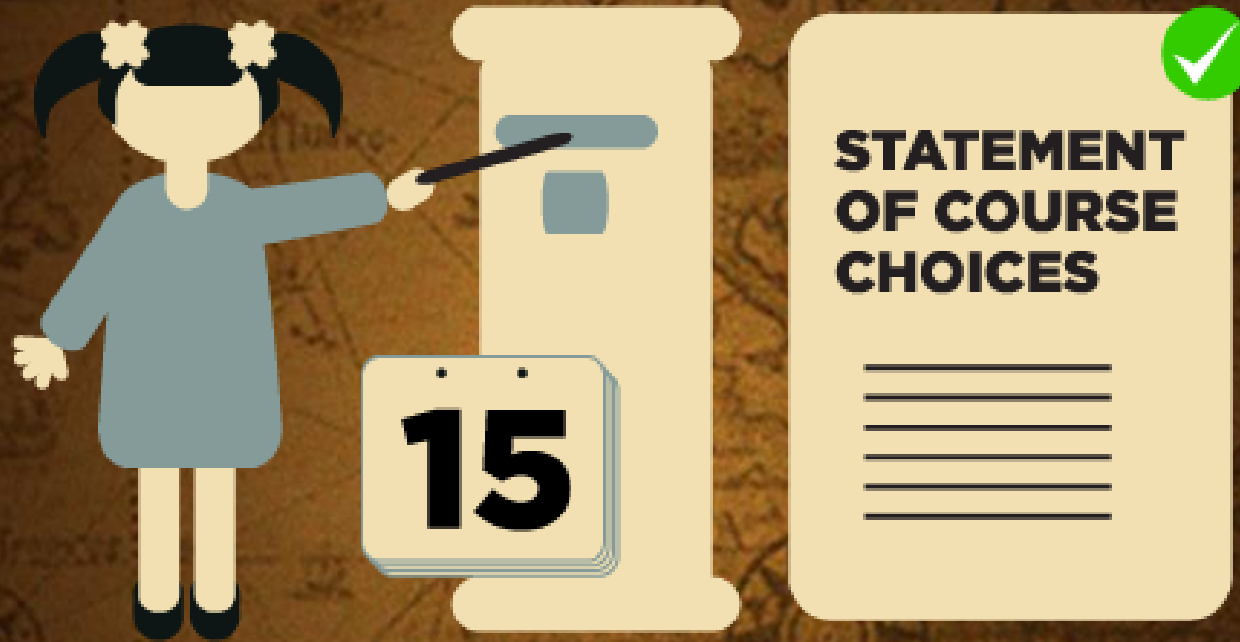
If you apply online your Application number will appear on your Receipt of Online Application.

This number is private and it will be used in every correspondence between you and the CAO for the rest of the year.

If you apply online you may change your course choices free of charge until January 31st.

# **COURSE CHOICES**

## **(Paper Applications)**



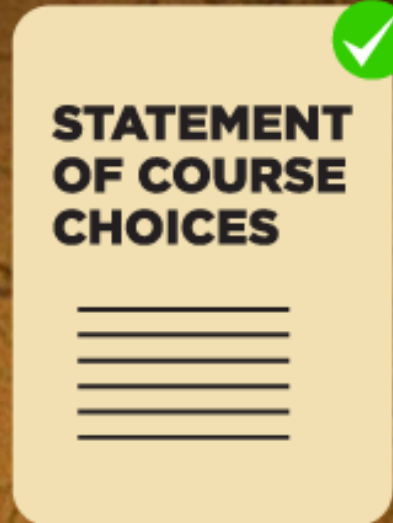
If you submit a Paper Application Form by 1st February, a Statement of Course Choices will be sent to you after the 1<sup>st</sup> February closing date and before 15th February at the latest.

(15th May in the case of Late Applications).

Carefully read the instructions provided with the Statement.



# COURSE CHOICES (Paper Applications)



The Statement is important for two reasons:

1. The Statement of Course Choices includes notification of your CAO Application number.
2. The Statement of Course Choices lists the courses that you have applied for.

If you have made any mistake or omission in your course choices then now is the time to rectify your error.

# RESTRICTIONS



**RESTRICTED  
COURSES**

**RESTRICTED  
CATEGORIES  
OF APPLICANT**

**HEAR  
SOCIO  
ECONOMIC  
DISADVANTAGE**

**DARE  
DISABILITIES  
/SLD**

Applications must be made by February 1<sup>st</sup>.

Consult CAO Handbook for full details.



# APPLICATION RECORD



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.

Check the following carefully, if there is any error or omission amend the Statement and return it to CAO.

Are all the courses shown and in the correct order?

Are all the codes correct?

Are the exam numbers correct?

Are all exams mentioned?

**If you do not receive a Statement by 1st June contact CAO immediately.**



# CHANGE OF MIND FORM



Included with the Statement of Application Record will be a Change of Mind form.

You may use this to change the order of your course choices and/or to introduce new courses, subject to the restrictions detailed in the Handbook.



# THE OFFER PROCESS



In the week following the release of the Leaving Certificate results CAO will post a communication to all applicants.

If you have not yet become entitled to an offer you will be sent a Statement of Application Record which you should check carefully as important information may be incorrect or missing.



# THE OFFER PROCESS



If you are entitled to an offer, you will be sent an Offer Notice by post – you will also receive an e-mail and SMS text if you have selected this option.

You should check that all of the details on the Offer Notice are correct and that there are no omissions.

Offers will also be available on the CAO website.  
You may check for and accept offers on the website.

**In fact, most applicants now record acceptances online.**



# THE OFFER PROCESS



There can be no delays at the offer/acceptance stage.

Any offer not accepted by the closing date for receipt of acceptance of offers in CAO will be offered to another applicant in the next round of offers.

You will receive an Acknowledge of Acceptance immediately by e-mail and after the closing date for acceptances, by post.



# PLACE ALLOCATION

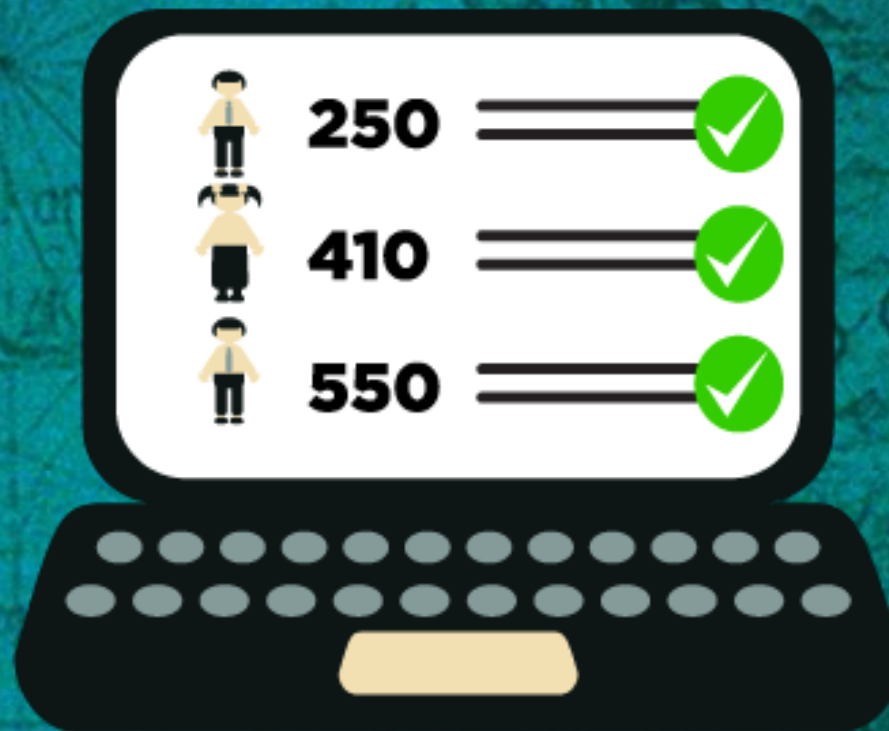


We will look just at Level 8 courses, but exactly the same process will take place with Level 7/6 courses, and at the same time.

The importance of you, the applicant, placing courses in genuine order of preference will become apparent in the following pages.



# PLACE ALLOCATION

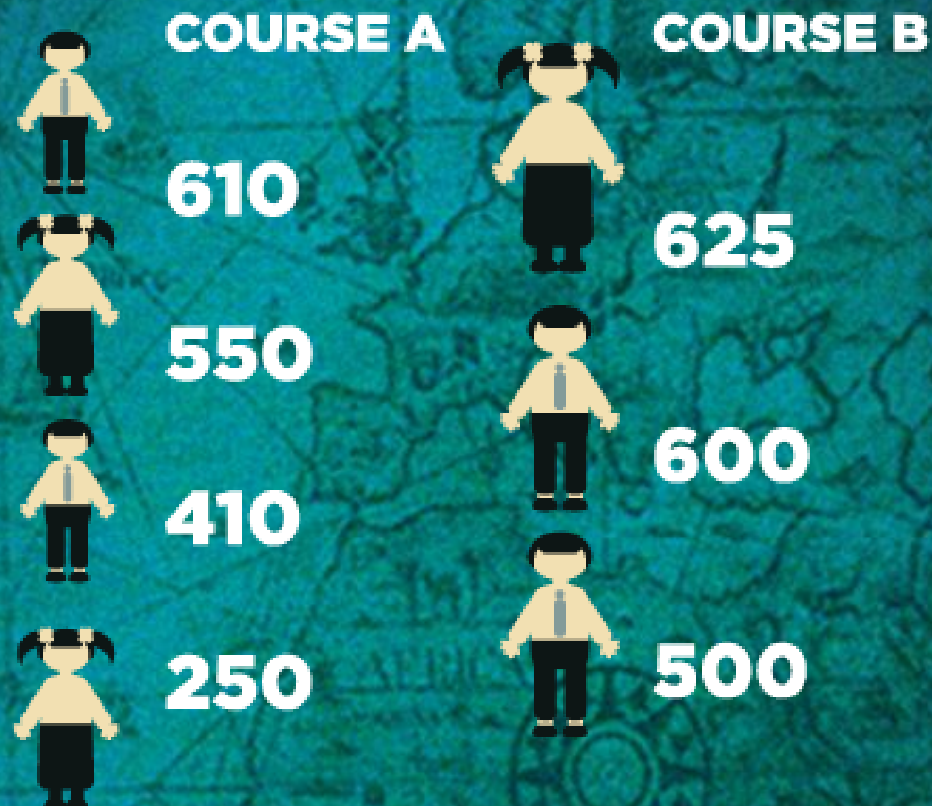


When examination results are released in August they are entered into the CAO computer.

The computer checks each applicant's results.

**For each course the applicant has applied for, the computer first determines if the applicant has the minimum entry requirements for the course.**

# PLACE ALLOCATION



**If the applicant meets the minimum entry requirements for the course the applicant's points are calculated for this course choice.**

All eligible applicants are then placed in a list, in order of academic merit, for each course that they applied for.



# PLACE ALLOCATION



**20 OFFERS**

**178 OFFERS**

**110 OFFERS**

**48 OFFERS**

**60 OFFERS**

**90 OFFERS**

**80 OFFERS**

**240 OFFERS**



The admissions officers of the Higher Education Institutions tell CAO how many places are to be offered on each course.

CAO then makes offers to the required number of applicants on each course starting with the applicant with the highest points and working down until enough places have been offered.

# PLACE ALLOCATION



**Should some applicants decline to accept their offers these places become available in the next round of offers.**

**They will be offered to the next applicants on the order of merit list. This process continues until all the places on the course are filled or until all the eligible applicants on the order of merit list have been offered places.**



# PLACE ALLOCATION

## EXAMPLE



These are the applicants for CK101 Arts in UCC.

The examination results have not yet been released, so these applicants are in no particular order.

We are going to trace the progress of the applicant marked in red.



# PLACE ALLOCATION

## EXAMPLE



**1. CK101**



**2. DN201**



**3. AL850**



**10. PD101**



Applicants are placed in a queue for each course they applied for, their position in the queue is determined by their points.

The applicant with the highest points is placed at the top of the queue. The points achieved by the applicant in red determines her position in the queue for each course she applied to.



# PLACE ALLOCATION

## EXAMPLE



1. CK101

2. DN201

3. AL850



10. PD101



The applicants marked in GREEN have enough points to be offered places.

The applicant marked in RED has enough points for her second preference.



# PLACE ALLOCATION

## EXAMPLE



**1. CK101**



**2. DN201**



The applicant in RED is offered her second preference, the highest preference course that she has enough points for, and she will now disappear from the queue in all her lower choices.

Placing DN201 as her second preference meant that she would prefer to receive an offer on DN201 than on any other course except CK101 - which is her first preference.

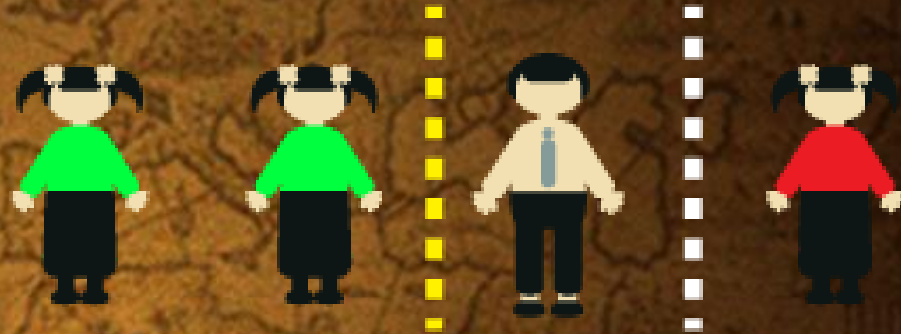


# PLACE ALLOCATION

## EXAMPLE



**1. CK101**



Having been offered her second preference she must now decide to accept it or to do nothing. If she does not accept the offer the place will be offered to another applicant in the next round of offers.

Regardless of whether she accepts or not she will still be considered for an offer on her first preference if a place becomes available. In the second round, one more offer was made on CK101 and our applicant is now at the top of the queue.

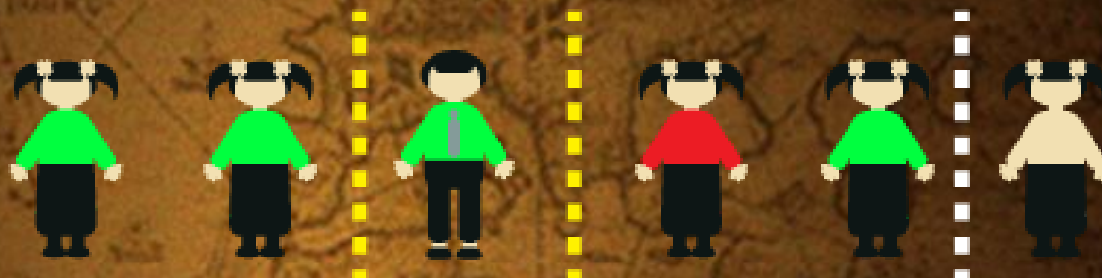


# PLACE ALLOCATION

## EXAMPLE



1. CK101



In the third round of offers two more offers are made on CK101 and our applicant, who was at the top of the queue, now receives an offer.

She may do nothing and remain in DN201 or she may accept the offer and begin in CK101.



# GENUINE ORDER



You do not need to guess what the points are going to be for the courses you are interested in.

Simply list your courses in genuine order of preference from the highest preference 1, to the lowest preference 10.

If you are entitled to an offer, you will be offered the highest preference that you are entitled to.



# USEFUL RESOURCES



Monday, 15 September 2014 10:24

As Gaeilge | Print Page

Search Site...

## Central Applications Office

The Central Applications Office processes applications for undergraduate courses in Irish Higher Education Institutions (HEIs). Decisions on admissions to undergraduate courses are made by the HEIs who instruct CAO to make offers to successful candidates.

Visit the CAO Applicant News page for regular updates.

**Need Help?**  
Click here for demonstration videos, guides and answers to frequently asked questions.

**Offers and Acceptances**  
Click here for information about Offer Round Dates and Reply Dates.

**Important Dates:**  
Application form for 2015 entry opens (12:00)

Central Applications Office Ltd. - Registered in Ireland Number 53983 - Registered Office: Tower House, Eglinton Street, Galway.  
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An online copy of the CAO Handbook is available here

Check out the 'Applicant News' page for regular updates.

Visit the 'Student Resources' section accessible here for Video Guides and useful resources including the 'Demo Application' facility.

Watch this space for 'Important Dates'.

Please download our App for iPhone and Android devices, available for free on iTunes or Google Play Store.



# COMMUNICATE WITH CAO



The easiest and most efficient way to communicate with CAO is by using the 'Contact Us' facility on the CAO website – you will receive a reply to your query usually within one working day.

Always quote your CAO Application number in any communication with CAO.

If you post something to CAO, always obtain a certificate of posting at the post office. This is a free service and it offers you peace of mind.





Remember to carefully read all of the documents and instructions from CAO.

Most applicants follow the simple instructions from CAO and get along just fine.

If you are unclear on any matter concerning the application process, please contact us.