


CAO 2012

Central Applications Office
Iduignan@yahoo.com




Candidates Responsibility

- ▶ It is the applicants own responsibility to ensure that an application is submitted complete, correct and on time.
 - ▶ In any one year, you may not present more than one application. You may apply online or on paper
 - ▶ CAO assumes that anyone who is able to quote your CAO Application Number is authorised to make changes to the application
- 


Application Dates and Fees

<i>All fees are Non-Refundable</i>	<i>Fee</i>	<i>Closing Date</i>
Normal application (online or paper)	€40	1 st February 2012 (5:15 pm)
Online discounted rate	€30	20 th January 2012(5:15 pm)
Late online application	€60	1 st May 2012 (5:15 pm)
Late paper application	€80	1 st May 2012 (5:15 pm)
Change of Mind	Nil	1 st July 2012 (5:15 pm)

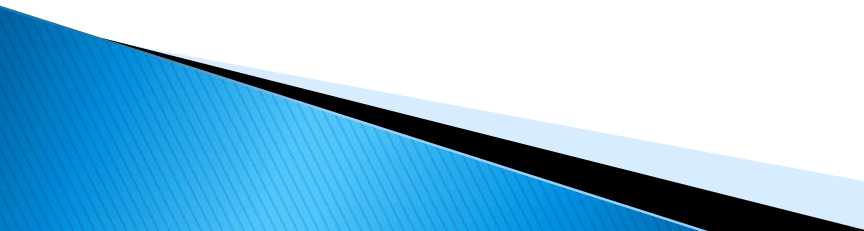
The CAO Application System

- ▶ Using a single application i.e. online or paper, you may choose from a range of courses.
 - ▶ Categories of courses are Level 7/6 and Level 8
 - ▶ You may apply for 10 courses in each category
 - ▶ List your choices in genuine order of preference
 - ▶ Offers of places will be issued independently
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Standard Application

- ▶ This applies to anyone who needs to complete only Part A of the Application Form.
 - ▶ When you submit an application, you will receive an acknowledgement from CAO confirming this
 - ▶ Anyone applying to a 'restricted course' must make the application by 1st February
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How the CAO System Works

- Points are calculated from ONE sitting of the Leaving Certificate only
 - Points total is calculated from SIX best subjects
 - Entry requirements can be satisfied over more than one sitting of the Leaving Certificate
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Section 1

- Home
- My Application
- CAO Handbook
- Course Search
- As Gaeilge

Other Information

- Downloads
- HEI contact details
- Applicant Scoring
- FETAC Information
- Entry to Medicine
- Points
- HEAR/DARE/SIF
- About Change of Mind
- Garda Vetting

- Alert Lists
- College Open Days
- Test & Interviews Calendar
- School / Reports / Stats
- Web Links
- FAQ
- Contact Us

2011 CAO Online Application Form

Applicant's Personal Details :

Surname :

Other names :

Title (Mr,Mrs,Mrs,etc.) :

Leave title blank if none.

As stated in the CAO Handbook, an applicant may only present one application in any one year (either online or paper). If you think you may have already submitted an online application, please check using the "My Application" facility.

There will be no refunds given to applicants who make more than one application.

☐ I have NOT already received a 2011 CAO Application Number nor have I applied by post.

Sex : ☐ Male ☐ Female

Date of birth : / / dd/mm/yyyy

Home address :

☒ Rep. of Ireland ☐ Other Country

Address Line 1 :

You may use commas as

Address Line 2 :

separators in address lines,

Address Line 3 :

if necessary.

Address Line 4 :

Select City or County... Do not enter this in Line 3

Telephone Number :

Postal Address: (created from name and address entered above)

Tick the following box if the postal address looks correct. Otherwise, change your name and address above.

☐ The postal address is correct.

Mobile Phone Number :

Select International dialling code:

+ ()

Qualifications & Assessment Summary :

Please tick the qualification/assessment section(s) that are relevant to you.

1. ☐ Irish Leaving Certificate Exams (1985-2011)
 2. ☐ 2002-2011 FETAC Level 5/6 (NCVA Level 2/3)
 3. ☐ 2001 or earlier FETAC Level 5/6 (NCVA Level 2/3) Exams [Help?](#)
 4. ☐ GCE/GCSE (England, Wales, and Northern Ireland Exams) [Help?](#)
CCEA, UCLES, WJEC, OCR, EDEXCEL, AQA, AEB examination boards only.
GCE/GCSE from OTHER boards MUST be entered
under "Other School Leaving Exams"
 5. ☐ Other School Leaving Exams [Help?](#)
(e.g. Baccalaureate, Scottish Exams, pre-1985 Irish & UK exams,
Leaving Exams outside of UK & Ireland, Leaving Cert Applied, GNVQs,
VCEs, Irish Matric Exams, etc.)
 6. ☐ Further Education [Help?](#)
 7. ☐ Third-Level Higher Education [Help?](#)
(required regardless of whether you passed, failed,
or did not take examinations)
 8. ☐ Mature Applicants [Help?](#)
(those 23 years of age on or before the 1st of January 2011)
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Payment Options :

☐ Credit or Debit Card



☐ Fee Payment Form



(Republic of Ireland applicants only)

Central Applications Office - Windows Internet Explorer

http://www.cao.ie/index.php?page=demo&d=crs&crs=l8&l=1&c8=&c7=&md=&hf=

Google

Central Applications Office

Apply
CAO Handbook
Course Search
As Gaeilge

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Level 8 Course Choices

Courses

No courses selected.
Please enter all your course choices below, in order of preference.

You may type the course codes directly into the boxes below or click on the 'Courses' button to select course codes.

N.B. Enter all courses for which you wish to apply.


-
-
-
-
-
-
-
-
-
-

Reset


Internet | Protected Mode: On

22:23
10/01/2012


Non-Standard Application

- ▶ If you complete section B of the CAO form, you are completing a non-standard application.
 - ▶ Then, tick which ever of the 'Special Category' you belong to.
 - ▶ If there is insufficient space, you may include additional sheets – clearly mark name and address on any additional documentation
- 


Part B – Ctn.

- ▶ In relation to exams completed, it is important to SUPPLY ALL documentation for section B
 - ▶ Do NOT send originals : They should be photocopied and certified by school stamp.
 - ▶ A certified ENGLISH translation is required, in the case of the originals not originally in English or Irish.
 - ▶ All documentation must reach CAO within 7 days of making 'online' application – Proof of posting essential
- 


Entry for Mature Applications

- ▶ For entry in 2012, an applicant must have been born prior to January 1st 1989
 - ▶ These applicants do not necessarily need Leaving Certificate requirements
 - ▶ Mature applicants will be called for interview in late April/early May
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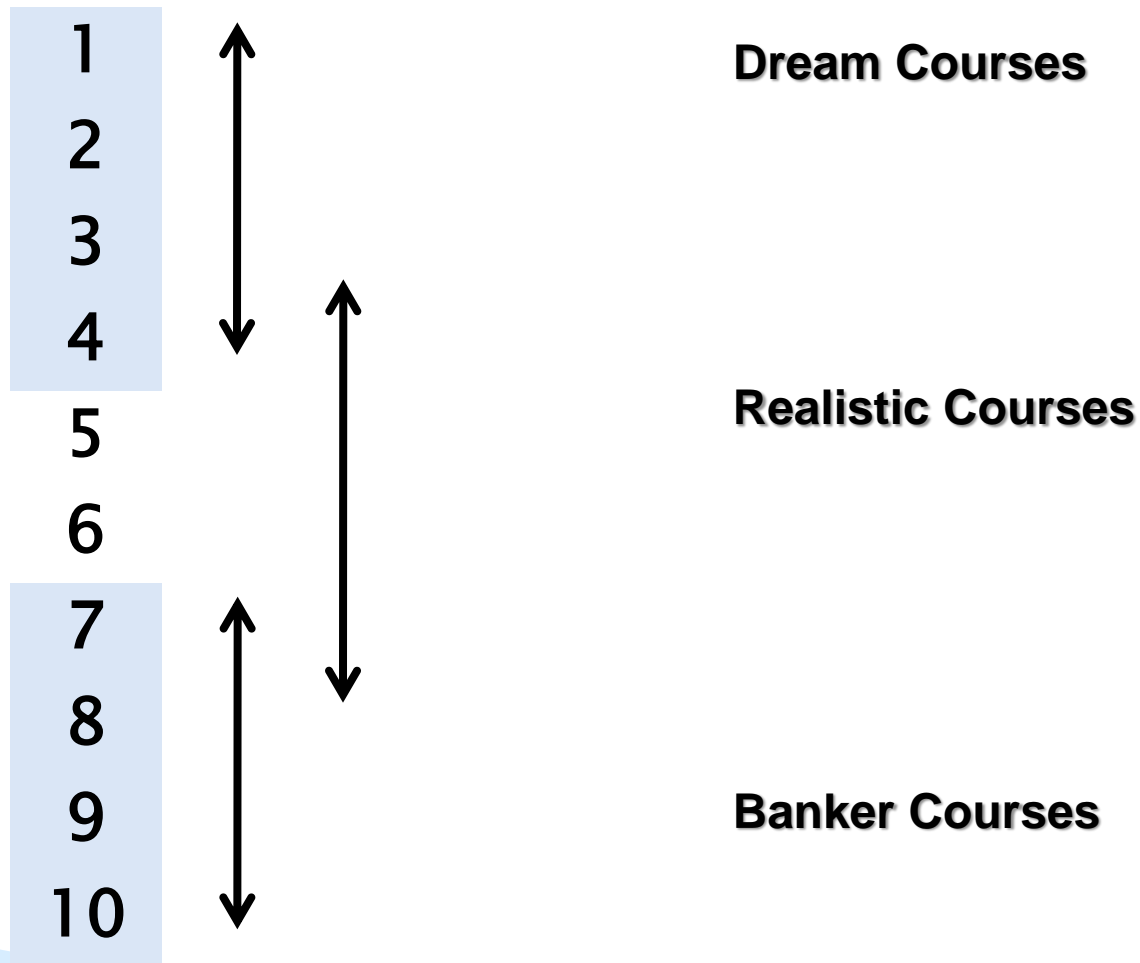
How Places are Allocated

- ▶ When examination results are released in August they are entered into the CAO computer.
 - ▶ All eligible applicants are then placed in a list, in order of academic merit, for each course that they applied for.
 - ▶ 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.
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Genuine Order of Preference

- 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.
- 

So – what is the best way to fill in the courses?



A Students Course Preferences - Example

1	2	3	4	5	6	7	8	9	10
AL020	GY004	CR105	LM067	DT025	LC019	TR032	DN003	CK602	DC193
600	560	595	560	600	570	600	540	600	555
595	535	595	535	595	535	595	535	595	535
590	525	590	525	590	525	590	525	590	525
580	520	580	520	580	520	580	520	580	520
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
495	485	475	485	475	485	475	485	475	485
480	480	475	480	475	480	475	480	475	480
470	475	470	460	465	470	470	480	470	470
465	465	465	455	465	465	465	465	465	465
460	460	460	445	460	460	460	460	460	460
460	455	460	440	460	455	460	455	460	455
460	445	460	440	460	445	460	445	460	445
455	440	455	440	455	440	455	440	455	440
455	435	455	435	455	435	455	435	455	435
450	420	450	420	450	420	450	430	450	420
450	410	445	410	450	410	445	410	445	410
450	405	440	405	445	405	440	410	440	405
450	405	435	400	435	405	435	405	435	405
445	405	430	395	430	405	430	405	430	405
435	400	430	395	430	400	430	405	430	400
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
**	**	**	**	**	**	**	**	**	**
280	325	280	335	280	325	280	335	280	325
275	315	275	335	275	315	275	335	275	315
275	310	275	315	275	310	275	315	275	310
270	305	270	310	270	305	270	310	270	305

**Students
Points
Total
= 445**

**Cut Off
Points for
Course**

NO

NO

YES

YES

NO

YES

NO


YES

YES

YES

All Lower Preference
Courses Disappear
From Students
Preferences


Places Allocation:

- Level 8 and Level 6/7 offers will be issued independently
 - Only one offer can be accepted
 - This offer will be a place in the highest of your course preferences to which you are entitled.
 - Remember: **You can only move up on the list!**
 - Students have the option to accept, reject or defer an offer (not guaranteed)
- 


Change of Mind


- ▶ If you submit a Change of Mind, it cancels and supersedes **all** the previous course choices in any category in which changes are made.
- ▶ However, choices in the two categories (Level 8 and Level 7/6) are considered to be completely separate from each other for this purpose, e.g. a change of Level 8 course choices will not affect Level 7/6 course choices

Change of Mind


- ▶ Change of Mind Facility available from February 5th until March 1st – An additional charge of €10 for this
 - ▶ Also, from May 1st until July 1st Change of Mind No Fee here
 - ▶ You will receive an amended Statement of Course Choices by July 7th
- 

Defer College Courses


- ▶ To defer courses you must get in touch with the HEI Immediately – all will consider applications for deferred entry
 - ▶ You can defer on medical, financial or personal reasons
 - ▶ Write to the college clearly marking ‘Deferred Entry’ on the envelope
- 

- ▶ Letters must reach the HEIs Admission Office at least 2 days before the 'Reply Date'
 - ▶ HEI will communicate without delay regarding their decision
 - ▶ If they decline you can accept the course as normal or lose it completely
 - ▶ If they permit you to defer, you must reapply the following year as normal – only placing your deferred place on the Application Form
- 


Vacant Places

- ▶ A facility becomes available when HEI have Vacant Places in late August
 - ▶ Persons who have not already applied can pay €40 to take up a vacant place
 - ▶ Persons who have made an application can avail of a vacant place free of charge
 - ▶ Minimum entry requirements need to be met but previous points not an indicator
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Important Points

- ▶ Keep proof of everything you send to the CAO
 - ▶ Check All details on the Statement of Application are correct
 - ▶ Any supporting documents must have your full name and address on each sheet and POSTED directly to the CAO headquarters – proof of posting essential
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Finally...

- ▶ You can practise filling out the form on www.cao.ie
 - ▶ Level 6/7 and Level 8 are issued independently
 - ▶ Save, photocopy or print all documents you send to CAO
 - ▶ Any changes you make and save to your account supersedes all previous applications
 - ▶ Research your courses – **Apply on time**
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Any Questions??

