

This week, we have posted communication to Guidance Counsellors in advance of our mailing to all CAO applicants in early May.

The documents that you will receive will help you to guide your students through the upcoming phases of the application process, including the careful review of the 'Statement of Application Record'.



At present, the statements are being printed and packed for distribution in early May.

**We ask that you advise your students to check that the following information is recorded correctly on their statement:**

1. Date of birth, place of birth, telephone number and CAO application number.
2. Course codes - please ensure that all Level 8 and Level 7/6 course codes are correct and recorded in the desired order of preference.
3. Details of any Irish or third language exemptions and all relevant examinations taken, or to be taken, have been recorded by type, year, number and (for exams already taken) subjects/levels/grades.

**If there are any errors or omissions identified in the document applicants must indicate the changes on the Statement of Application Record and return it to CAO immediately at CAO, Tower House, Eglinton Street, Galway. Applicants are also advised to obtain a certificate of posting.**

Applicants who have applied using the Late Application facility will receive their Statement of Application Record before the end of May. If they do not receive this document by this date they must contact CAO via the 'Contact' facility at [www.cao.ie](http://www.cao.ie).

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## IMPORTANT DATES

**Early May** - Statement of Application Record sent to all applicants who applied by the 1 February deadline.

**5 May 12:00 noon** - Change of Mind facility opens (free of charge).

**15 May** - Late paper applicants will receive a Statement of Course Choices by this date.

**End of May** - Statement of Application Record sent to applicants who applied using the Late Application facility.

**End of June** - Outcome of HEAR and DARE applications communicated to applicants.

**1 July 5:15pm** - Change of Mind closes.

**17 August** - Expected date for Round 1 offers to be issued.

## CAO 2015 Statistics

A total of **74,424** applications were received by CAO by the February 1st closing date, an increase of almost 1,333 applicants on the previous year; 336 of these applicants were Advanced Entry applicants only.

From 2015, the CAO processes applications for entry to years 2, 3 and 4 of undergraduate courses in some HEIs. This entry route is known as Advanced Entry.

There was a total of 10,763 applications from applicants over 23 years of age – down 316 applications from 2014. Included in the figure for mature applicants are 152 applicants aged 23 years or over who applied for Advanced Entry only.

The data provided at this stage is interim data and is subject to change when Late Applications are taken into account, and when the 'Change of Mind' facility closes on July 1st at 5:15pm.

**For a breakdown of statistics by subject area go to the 'Media and Statistics' page of [www.cao.ie](http://www.cao.ie) and click on the 'Applicant Statistics' tab.**

## Autumn 2015 Conferences

Please note the following dates for the 2015 Autumn Conferences:

3rd November 2015,  
Rochestown Park Hotel,  
Cork

4th November 2015,  
Kilkenny Ormonde Hotel,  
Kilkenny

5th November 2015,  
Clarion Hotel, Liffey  
Valley, Dublin

10th November 2015,  
Hillgrove Hotel,  
Monaghan

11th November 2015,  
Clayton Hotel, Galway

### Conference Registration

Advance registration for this year's conferences will be compulsory.

To register, please go to the 'Information for Schools' section of [www.cao.ie](http://www.cao.ie).

Registration will open in September.

## New CAO videos

There are a number of new and updated video guides to draw your attention to at this stage in the application process.

The first is the CAO Change of Mind video.

The second is a video about the Offers and Acceptances process, which was added to the CAO video channel in August of last year.

This video explains the Offers and Acceptance process, and how places are allocated.

And finally, there is a video explaining the 'Available Places' facility.

Please ask your students to watch and share these valuable resources in order to help them develop a greater understanding of how the CAO process works.

All videos can be accessed via the 'Student Resources' section of the website.

## CAO Change of Mind Opens



The screenshot shows the CAO website interface. At the top, there is a navigation bar with a date 'Wednesday, 30 April 2014 14:12' and a language option 'As Gaelige | Print Page'. Below this is a 'CAO Video Guides' section with a 'Video List' button. A sidebar on the left contains a list of links: 'HEI contact details', 'Downloads', 'Important Dates', 'Student Resources', 'Access Routes', 'DARE / HEAR', 'Restrictions', 'Mature Applicants', 'About Change of Mind', 'Information for Parents', 'Information for Schools', 'Media and Statistics', 'About CAO', 'Useful Links', 'FAQ', and 'Contact Us'. The main content area features a video player for 'CAO Change of Mind Facility'. The video thumbnail shows the CAO logo, the title 'CAO Change of Mind Facility', and the subtitle 'MAKING CHANGES TO YOUR CAO APPLICATION'. A cartoon character is visible in the bottom right of the thumbnail. Below the video player, a black banner contains the text: 'A vide guide to the Change of Mind facility is now available on the CAO website.'

The CAO 'Change of Mind' facility opens on 5th **May at noon**. This facility, which is free of charge, will be available to all applicants (with the exception of some restricted-category applicants) up to 1st July at 5:15pm.

The 'Change of Mind' facility will remain open after the close of the 2015 Leaving Certificate examinations, however CAO advises students to be careful about making changes to their application based on assumptions about examination results as the courses registered on July 1st at 5:15pm are final.

A video about the 'Change of Mind' facility is available at [www.cao.ie](http://www.cao.ie).

## Advanced Entry System

From November 2014, the CAO has begun processing applications for **years 2, 3 and 4** of undergraduate courses in participating HEIs. This entry route is known as **Advanced Entry**.

Applicants must have relevant Higher or Further Education or an equivalent to be considered for the Advanced Entry route. For more information on the system, a list of participating institutions and the courses available click on the 'Advanced Entry' tab at [www.cao.ie](http://www.cao.ie)

# The Offers Stage



A letter accompanying the Statement of Application Record and Change of Mind document will be sent to all applicants in early May providing advice for the final stages of the application process.

Please remind students to keep this letter for future reference as it contains the following dates and information:

- Round One Offers will appear on the CAO website from 6.00am on Monday 17<sup>th</sup> August.
- Also on that day, the minimum points required for entry to each course will be published on the CAO website ([www.cao.ie](http://www.cao.ie)), in national newspapers and on RTE online.
- It is the intention to post Round One offers to arrive with applicants on Monday 17<sup>th</sup> August.
- The Available Places facility will become available on Monday 17<sup>th</sup> August at noon - a video guide explaining the 'Available Places' facility is available in the 'Student Resources' section of [www.cao.ie](http://www.cao.ie).
- The Reply Date for acceptance of Round One offers will be Monday 24<sup>th</sup> August.
- Please note that some HEIs will contact the applicants who have been offered places rather than waiting until after the reply date. This is because registration and orientation will commence as early as September 1<sup>st</sup> in some HEIs.
- Registration and Orientation: Applicants who intend taking up a place should note that they will be required to attend registration and/or orientation. The HEIs have different registration and orientation dates and applicants may be required to attend at any time from September 1<sup>st</sup>. Further details will be available on HEI websites in the summer.

## Contact Us

If there are any items that you would like to see included in a future edition of *CAO Bulletin* please do not hesitate to contact:

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