

Welcome to the second edition of the *CAO Bulletin*. Your school will have recently received correspondence from CAO designed to provide assistance when dealing with queries from students surrounding the Statement of Application Record and other elements of the application process. If you have not yet received a copy of this correspondence you can log on to the CAO website and visit the **'Information for Schools'** page where the documents have been made available.

One of the items enclosed in the mailing was the **'2015 CAO Handbook Request Form'**. On the address label attached to the envelope you received you will see your schools roll number on the top right corner of the label, and to the left of this there is a number in brackets which indicates the number of 2014 Handbooks your school received. If you do not have a copy of this label and do not know the quantity of Handbooks that you are scheduled to receive in September, please use the CAO E-mail Query Form to request your assigned 2015 Handbook allocation before July 15th. Please include your school roll number in any correspondence with CAO, including the **'2015 CAO Handbook Request Form'** - a revised version of this form is available to download from the CAO website on the Schools Correspondence page, April 2014.

Thank you for taking the time to read this bulletin and we hope you find the information contained within this document to be a valuable resource.

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.

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

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CAO Change of Mind Opens

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Please watch and share these video resources about the CAO Application process. You must read the CAO Handbook and follow the instructions provided in the application form before submitting an application.



CAO Change of Mind Facility
MAKING CHANGES TO YOUR CAO APPLICATION

03:17

A vide guide to the Change of Mind facility is now available on the CAO website.

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

The 'Change of Mind' facility may not be used by applicants to introduce restricted courses, unless the applicant has already applied for a restricted course with identical assessment procedures. If an applicant has a query about the introduction of a restricted course please ask them to contact the Admissions Officer of the institution in question for further information.

The 'Change of Mind' facility will still be open after the close of the 2014 Leaving Certificate examinations, however CAO advise 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 on the CAO website in the 'Student Resources' section. This video can also be downloaded and played to your students when offline.

Autumn 2014 Conferences

Please note the following dates for the 2014 Autumn Conferences:

**November 4th -
The Woodlands Hotel,
Waterford**

**November 5th -
The Glenroyal Hotel,
Maynooth**

**November 6th -
The Hillgrove Hotel,
Monaghan**

**November 11th -
The Radisson Blu,
Limerick**

**November 12th -
The Galway Bay Hotel,
Galway**

CAO will be opening a compulsory online registration system for this year's conferences - a full schedule and registration details will be sent to Career Guidance professionals in September.

Please make sure to take note of these dates in your diary.

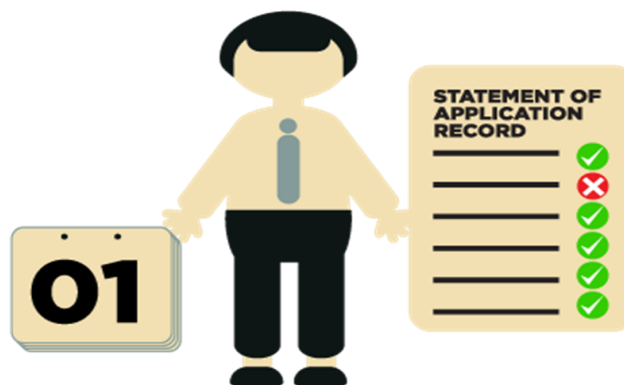
The Higher Education Institutions Common Points Scale

A new video has recently been added to the CAO Video Channel which can be accessed via the Student Resources section of the CAO website.

This video explains the HEIs Common Points Scale, including how points are calculated and how places are allocated. It also introduces the Order of Merit list and random number selection.

Please ask your students to watch and share this valuable resource in order to help them develop a greater understanding of how the offers process works.

Statement of Application Record



The majority of CAO applicants will have received their Statement of Application Record in the past last week. Please remind your students of the importance of checking this document carefully and notifying CAO of any errors or omissions immediately.

Applicants should check and double check that the following information is recorded correctly:

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 subjects/levels/grades (for exams taken already).

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 online enquiry form at www.cao.ie

The Offers Stage



A letter accompanying the Statement of Application Record and Change of Mind document was 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 18th August.
- Also on that day, the minimum points required for entry to each course will be published on the CAO website (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 18th August.
- The Reply Date for acceptance of Round One offers will be Monday 25th August.
- Please note that some HEIs will contact the applicants that have been offered places rather than waiting until after the reply date. This is because registration and orientation will commence as early as September 1st 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 1st. Further details will be available on HEI websites in the summer.

Please encourage your students to view and accept offers online at www.cao.ie.

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:

Eileen Keleghan

Communications Officer

CAO

Tower House,
Eglinton Street,

Galway

Tel: 091 509800

ekeleghan@cao.ie

Visit us on the web at
www.cao.ie