



CAO: Statement of Application Record - May 2025

Dear 6th Year Student, Parents/Guardians,

In May, a **Statement of Application Record** email is sent to all CAO applicants. The purpose of this email is to instruct applicants to login and **verify that all of their information has been recorded completely and correctly on your CAO account**. There may be very serious consequences for a student's application if they do not follow these instructions immediately. **If your son has applied to CAO this year, please take the following steps:**

- Log in to your CAO Account to review your account information, including your personal details, the qualifications and assessments section (examination and exemption information) and your course choices. Do not delay.
- If there are any errors or omissions inform CAO immediately (see instructions for editing your application in Links below). Failure to correct errors or omissions at this stage may have very serious consequences and lead to the loss of a course offer/place.
- You must click the **'Confirm'** button (located at the bottom of your account homepage) to indicate that you have checked your account information is present and correct, and have followed the instructions in the Statement of Application Record e-mail and the instructions on this page:
<https://www.cao.ie/index.php?page=aboutStmt#b0>

Video explaining: <https://www.cao.ie/index.php?page=video&bb=studentresources>

Please note: If you have clicked on 'Confirm' you may still continue to add, remove or change the order of your course choices up to 5pm on 1st July.

Contacting CAO: <https://www.cao.ie/index.php?page=faq>

Please click the above link and decide which Category is most relevant - but please also check the FAQ section first, as often your Query may be answered here.

Kind regards,
Ms Egan & Ms Nolan
Guidance Department