



CAO: Statement of Application Record - May 2023

In May, a Statement of Application Record e-mail is sent to all applicants. The purpose of this e-mail is to instruct you to log in and **verify that all of your information has been recorded completely and correctly on your CAO account.** There may be very serious consequences for your application if you do not follow these instructions immediately.

If you have 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 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://vimeo.com/417724441>

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. If the only item outstanding on your account is the supply to CAO of certified photocopies of grades in summer qualifications (see Summer Examination Results - CAO Handbook) then you should click 'confirm' and remember to send evidence of your grades to CAO as soon as they become available.

- **Contacting CAO:**

<https://www.cao.ie/index.php?page=haq>

Please click this Link and decide which Category is most relevant - but please also check the FAQs firstly, as often your Query may be answered via the FAQ's..

Kind regards,
Ms Costello & Ms Egan
Guidance Dept