

CAO Change of Mind Facility - 6th May (12:00) to 1st July (17:00)



Dear 6th Year Students, Parents/Guardians,

From **May 6th 2025**, CAO applicants will be able to register an online Change of Course Choices. If you make changes to your course choices online, an acknowledgement will be sent to the e-mail address you used at the application stage. There is no fee for using the Change of Mind facility.

- It is very important that you check your course choices immediately to ensure that they are absolutely correct. If you need to amend or add courses you may use the Change of Mind facility before the 1st July at 17:00.

- ***To make changes to your course choices (during the periods outlined above):***

➤ Login via the '**My Application**' facility and go to **Add/Change course choices**

➤ Introduce all of your courses on the '**New List**' in your *preferred order of preference*, remembering to click '**Continue with course changes**' to save the information...and

➤ Check the **Acknowledgement email** sent to the e-mail address you supplied when making your application. Make sure to check that your Changes have been recorded completely and correctly.

Notes:

- For more information on the Change of Mind facility watch this short video resource: <https://www.cao.ie/index.php?page=video&l=86519317>
- There is no fee for using the Change of Mind facility.
- You may change course choices (without fee) as often as you wish, up to 17:00 on the 1st July.
- If you submit a Change of Mind it *Cancels and supersedes* all the previous course choices in any category in which changes are made.
- Do not mix courses from different categories (Level 8 and Level 7/6) and make sure to list all of your course choices for the particular category which you change.
- You may not enter on a Change of Mind any Restricted courses.