

**What is CAO?**

**CAO processes applications for Higher Education Institutes.**

**CAO does not decide on points for courses. It makes offers to applicants on behalf of Universities.**

CAO information

2022-2023

## Researching College Courses

It’s very important for applicants to attend College Open Days and to read college brochures to gain as much information as they can about the course and the college. Speak to current college students if possible. Ask family and friends about their experiences of college. Research websites such as Qualifax.ie and Careersportal.ie

## Application Process

The applicant must set up an account online. They will need their PPS number and a credit card to do this. They then complete the application and have the opportunity to add in their choices for level 6/7 (10 choices) and level 8 (10 choices). They can edit these choices until the February deadline and again in May when the change of mind facility opens.

They will also need to complete the HEAR/DARE application on their CAO application. There is a section on SUSI which needs to be completed if applying for the SUSI grant. If a student has a language exemption, this must be selected here and a form, along with a copy of their birth certificate, completed and sent to NUIM registrar.

**Remember:**

* Put your choice in **Genuine order of Preference**
* List at least 5 courses for level 6/7 and at least 5 courses for level 8
* All **restricted courses** must be listed on your CAO application by February 1st
* Research all courses fully before you put them on your application.

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| **Hear/Dare**This scheme allows students to receive extra points and extra supports on campus.An application form must be competed and supporting documentation must be sent in before the deadline.This is completed on the CAO website (Extra forms for DARE, available from the SEN Co-ordinator & Guidance Counsellor) | **SUSI**SUSI is a grant that can provide funding for tuition fees or maintenance throughout the academic year for the applicant. This application is available on the SUSI website from April. Supporting documentation will be required to apply for this. | **Language Exemption**Students who are exempt from languages can apply for a NUI exemption which means they will not be have to meet language requirements for third level courses in any of the NUI universities. There is a separate application form for TCD. This form is available from the SEN Co-ordinator & Guidance Counsellor.  |

**Important Dates**

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\*Supporting Documentation must be sent to CAO by 15th March

If you would like more information please contact the Guidance Counsellor, Ms Ni Chrualaoich by emailing her on sorchanichrualaoich@stkevinscc.ie or calling/texting 089 223 2005