**CAO Mature Applicant Checklist**

1. **Check Application Requirements:**

o Confirm with the Admissions Office of the institution you wish to apply to whether you need to apply through CAO, directly, or both. Contact details can be found at www.cao.ie/hei

o Read the CAO Handbook at www.cao.ie/handbook and visit the websites and prospectuses of the HEIs you wish to apply to for further information on entry requirements, course content, etc.

2. **Submit CAO Application:**

o Complete your online application at www.cao.ie/apply before 1 February at 5 pm to avoid restrictions.

3. **Select Relevant Qualifications and Assessments Categories:**

o In the CAO application form, select all categories of qualifications that apply to you (e.g., Mature Applicant, Leaving Certificate, Higher

Education, etc.). You can select multiple categories.

4. **Enter Course Choices:**

o Enter your CAO course choices before 1 February at 5 pm to avoid restrictions.

o Ensure to list your courses in genuine order of preference.

o For more details on course restrictions, visit www.cao.ie/restrictions and for changing course choices, visit www.cao.ie/com.

5. **Complete Mature Applicant Section:**

o Once you have your CAO application number, please log in to your CAO account via ‘My Application’ to complete the Mature Applicant section.

o Complete this section before **1 March at 5 pm**. For assistance in completing this section, visit www.cao.ie/mature.

6. **Provide Qualification Evidence:**

o Provide evidence of any qualifications you have listed on your application within 10 days of applying to CAO (or by 10 February at 5 pm).

o Listing qualifications without providing evidence is insufficient.

o When sending documents to CAO, ensure you obtain a free Certificate of Postage (do not register your documents).

7. **Evidence of English Language Competency (if applicable):**

o If English is not your first language, you must provide evidence of English language competency.

o Contact the Admissions Office of the institution for more information on the required language competency.

o Contact details for institutions are available at www.cao.ie/hei. 8. **Exceptions for Specific Courses:**

o Mature applicants to nursing/midwifery, primary teaching, and graduate entry courses are not required to complete sections 1-11 of the Mature Applicant form unless applying for other courses as a mature applicant.

o If applying for other courses, you may need to complete the mature applicant sections for those courses.