

## APPLICATIONS BY MATURE STUDENTS TO HIGHER EDUCATION INSTITUTIONS (HEIs) REMINDERS & CHECKLIST OF ACTIONS

REMINDERS	✓	FURTHER INFORMATION/ ACTIONS TO BE TAKEN
The online application facility is available from 5 <sup>th</sup> November at 12pm		Go online to - <a href="http://www.cao.ie">www.cao.ie</a>
You can only make <b>one</b> application - either: <ul style="list-style-type: none"> <li>Ⓢ online (<a href="http://www.cao.ie">www.cao.ie</a>) or</li> <li>Ⓢ paper</li> </ul>		To rectify the submission of more than one application, an extra fee of €10 will be imposed.
Is the course you are interested in a 'restricted course'?		You might not be able to make a late application after February 1 <sup>st</sup> - you need to check with the Admissions office of the respective college(s).
Are you thinking about applying to <i>Trinity College Dublin</i> ?		If so, you will need to also fill in a separate application form (in addition to your CAO application) which is available from the Admissions Offices and must be returned by February 1 <sup>st</sup>
Are you considering applying for courses with:- <ul style="list-style-type: none"> <li>Ⓢ University College Cork/ University College Dublin/ NUI Galway or University of Limerick <ul style="list-style-type: none"> <li>○ The Mature Students Admissions Pathway (MSAP) is an assessment used for mature applicants to selected courses</li> <li>○ You need to check with the Admissions Office of these colleges if you need to register also for the MSAP assessment</li> </ul> </li> </ul>		If so, you might also have to apply to the Mature Student Assessment Pathway <a href="https://msap-ireland.acer.edu.au/">https://msap-ireland.acer.edu.au/</a> by 3 <sup>rd</sup> February (you will need to make a CAO application online to receive your CAO number in order to apply on time to MSAP) <ul style="list-style-type: none"> <li>• The cost of MSAP in 2019 is €83 up to 3<sup>rd</sup> Feb/ there is an additional fee of €35 for late application (17<sup>th</sup> February)</li> <li>• Test day for MSAP = 9<sup>th</sup> March (morning) and in Dublin only on 14<sup>th</sup> March (evening)</li> </ul>
Are you applying for mature entry to primary teaching in:- <ul style="list-style-type: none"> <li>Ⓢ Dublin City University</li> <li>Ⓢ Marino Institute of Education</li> <li>Ⓢ Mary Immaculate College Limerick</li> <li>Ⓢ Maynooth University</li> </ul>		<ul style="list-style-type: none"> <li>Ⓢ You must apply to CAO by 1<sup>st</sup> February</li> <li>Ⓢ In March, those meeting the eligibility criteria will receive a supplementary form and instructions for completing and submitting this form</li> </ul>
Are you interested in applying to any of the following colleges: <ul style="list-style-type: none"> <li>Ⓢ National College of Ireland</li> <li>Ⓢ American College Dublin</li> <li>Ⓢ College of Computing Technology</li> <li>Ⓢ Dublin Business School</li> </ul>		You need to make a direct application to these colleges and not through CAO. An application form is available from the Admissions Offices of each individual HEI. No set application deadline. Mature applicants who wish to be considered on the basis of school leaving qualifications for these HEIs should apply to

<ul style="list-style-type: none"> <li>Ⓢ Griffith College</li> <li>Ⓢ ICD Business School, Dublin</li> <li>Ⓢ Irish College of Humanities and Applied Sciences</li> <li>Ⓢ Dorset College, Dublin</li> </ul>		CAO. You may apply direct to the HEI <u>and</u> apply to CAO.
Discounted application fee for online applications made before January 20 <sup>th</sup>		€15 reduction (€30 application fee)
Have you read the relevant pages in the CAO handbook for Mature students - pages 7, 8, 13, and 20?		
Have you checked the course codes online on <a href="http://www.cao.ie">www.cao.ie</a> to ensure the course code is correct/ course is still running?		
If you have made a paper application? Remember to <ul style="list-style-type: none"> <li>Ⓢ Put your CAO number on the top of each piece of additional paper/page you are sending to CAO</li> <li>Ⓢ Take a photocopy of your CAO application</li> <li>Ⓢ Get a certificate of postage in the Post Office when posting the form/ date stamp the back page of the CAO handbook</li> </ul>		
Are you making an online application?		Supporting documentation must arrive in the CAO within 10 days of registering an online application e.g. copies of qualifications <ul style="list-style-type: none"> <li>Ⓢ Put CAO number on the top of each piece of paper you are sending to CAO</li> </ul>
All applicants must supply a valid email address, as CAO may need to email you urgently about your application. You will need to check your email inbox regularly.		
If you are applying from within the Republic of Ireland, you can pay the fee at a bank using an <i>Application Fee Payment Form</i> . This form can be obtained by contacting CAO and requesting it to be posted to you. This must be done well in advance of closing dates.		CAO accepts no responsibility for any loss or consequences if this form is delayed in the post.
Are you making an application based on QQI (FETAC) results?		You will need to:- <ul style="list-style-type: none"> <li>Ⓢ check the QQI (FETAC) requirements for each course - <a href="http://www2.cao.ie/fetac/fetac_search.php">www2.cao.ie/fetac/fetac_search.php</a> (CAO courses only)</li> <li>Ⓢ check the new QQI (FETAC) scoring system to calculate your points - <a href="http://www2.cao.ie/fetac/FETAC_scoring.pdf">www2.cao.ie/fetac/FETAC_scoring.pdf</a></li> </ul>

	<ul style="list-style-type: none"> <li>Ⓢ ensure you use the correct PPSN number (as shown on QQI (FETAC) certificate)</li> <li>Ⓢ check QQI has all your modules (components) recorded on one award - <a href="http://www.qqi.ie">www.qqi.ie</a></li> </ul> <p>If in doubt please contact QQI (Quality &amp; Qualifications Ireland) - Tel: 01 9058100 (<a href="http://www.qqi.ie">www.qqi.ie</a>)</p>
Do you have a disability/ specific learning disability where you require specific support services from the HEI which you are planning to attend?	You also need to fill in a supplementary information form disclosing your disability. For more information, please refer to page 11 of the CAO handbook.
Posting documents to CAO?	Remember to get a certificate of postage for any post sent.
Did you make a paper application before February 1 <sup>st</sup> ? You should have received your Statement of Course Choices by mid February	If you have not received this statement you will need to contact CAO
Late applications after February 1 <sup>st</sup>	It might be possible to make a late application up to May 1 <sup>st</sup> Check with the admissions office of the college(s). There is an additional charge (application fee - €60 - online or €90 by paper)
Have you made a late application?	You will need to contact the Admissions Officer(s) of the colleges you have applied to, stating you have made a late application - in order to request attendance at early/ first round assessments. <i>(Please note IT Carlow only call mature applicants that apply before Feb 1<sup>st</sup> for interview. Late applicants will therefore be assessed on their CAO application only.)</i>
Did you make a paper application after February 1 <sup>st</sup> but before May 1 <sup>st</sup> ? You should have received your Statement of Course Choices by mid- May	If you have not received this statement by mid-May you will need to contact CAO
Do you need to amend your application?	<ul style="list-style-type: none"> <li>Ⓢ Closing date for online change of course choices is 5.15pm, 31<sup>st</sup> January (free)</li> <li>Ⓢ Online facility to amend course choices is available from 5<sup>th</sup> February until 1<sup>st</sup> March (fee of €10)</li> </ul>
Change of mind facility	<p>Available from 6<sup>th</sup> May @ 12pm - July 1<sup>st</sup> @ 5.15pm. Exceptions:-</p> <ul style="list-style-type: none"> <li>Ⓢ No restricted courses can be added.</li> <li>Ⓢ Colleges may not allow mature students add in new course choices at this stage - applicants will need to check with individual Admissions office.</li> </ul>

Change in personal information		You may change your personal details (apart from your name and date of birth) by logging in to your account. To change your name and/or date of birth you must make a request to CAO in writing. Once approved, it may take up to five working days to be updated.
If you are applying for courses in IT Carlow you might be eligible for the Carlow Access Programme. This is separate to your CAO application. You must apply by 1 <sup>st</sup> February 2019 directly to IT Carlow.		Further information and application form is available on the IT Carlow website - <a href="http://www.itcarlow.ie">www.itcarlow.ie</a>

- Ⓢ **Late applications** = applications made after February 1<sup>st</sup> but before May 1<sup>st</sup>
- Ⓢ **Restricted courses** = these are courses that usually have early assessment procedures (e.g. aptitude tests/ interviews/ portfolio submissions)
- Ⓢ **Supplementary form** = an additional form

#### **Additional Reminder**

Once you have made your application(s) it is important you start to check out the funding opportunities available to you. You can carry out this research on the Student Finance website ([www.studentfinance.ie](http://www.studentfinance.ie)), Student Universal Support Ireland (SUSI - [www.susi.ie](http://www.susi.ie)) and directly with the college(s) you have applied to. Certain programmes/ schemes might have early application deadlines e.g. Access Programmes.

Although every effort is made to ensure that the information contained on this factsheet is accurate it is essential readers should check with the appropriate Higher Education Institution(s) and the Central Applications Office (CAO) for the latest information. Co. Carlow AEGIS accepts no responsibility for the accuracy of the information contained in this document or for any actions arising from its use.