

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

| REMINDERS  | ✓ | FURTHER INFORMATION/ ACTIONS TO BE TAKEN  |
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| 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>   |
| Discounted application fee for online applications made before January 20 <sup>th</sup>  |   | €15 reduction (€30 application fee)   |
| You can only make <b>one</b> application - either:<br>☉ online ( <a href="http://www.cao.ie">www.cao.ie</a> ) or<br>☉ paper  |   | To rectify the submission of more than one application, an extra fee of €10 will be imposed.  |
| Have you read the relevant pages in the CAO handbook for Mature students - pages 17 & 18?  |   |   |
| 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?  |   |   |
| All applicants must supply a valid email address, as CAO may need to email you urgently about your application. Check your email inbox regularly.  |   |   |
| Are you making an online application?  |   | Supporting documentation must arrive in the CAO within 10 days of making an online application e.g. copies of qualifications<br>☉ Put CAO number on the top of each piece of paper you are sending to CAO |
| If you have made a paper application? Remember to<br>☉ Put your CAO number on the top of each piece of additional paper/page you are sending to CAO<br>☉ Take a photocopy of your CAO application<br>☉ Get a certificate of postage in the Post Office when posting the form |   |   |
| 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.   |
| Mature applicants to: -<br>☉ Nursing/Midwifery<br>☉ Primary teaching<br>☉ Graduate programmes  |   | Applicants are not required to complete Mature Applicant Sections 1-11 <b>UNLESS</b> they are also applying for other courses and wish to be considered on the grounds of mature years for those courses. |

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| <p>Nursing/Midwifery:</p> <ul style="list-style-type: none"> <li>Ⓞ Applicants applying for entry to nursing/midwifery on the basis of mature years are ranked based on their score in the Nursing and Midwifery Board of Ireland (NMBI) assessment process</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Using a valid CAO number, you have to register for the assessment - via a link on the NMBI website – <a href="http://www.nmbi.ie">www.nmbi.ie</a></li> <li>• The tests will be delivered remotely online. This allows you to take them at your preferred location and time (March/ April)</li> </ul>  |
| <p>Primary Teaching</p> <ul style="list-style-type: none"> <li>Ⓞ If you are applying for mature entry to primary teaching in Dublin City University, Marino Institute of Education, Mary Immaculate College Limerick or Maynooth University: you must apply to CAO by 1<sup>st</sup> February</li> </ul>   |  | <p>In March, those meeting the eligibility criteria will be sent an email (to the email account registered to their CAO account) with instructions for completing and submitting a supplementary form.</p>   |
| <p>Are you interested in applying to any of the following colleges?</p> <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> <li>Ⓞ Griffith College</li> <li>Ⓞ Dorset College, Dublin</li> <li>Ⓞ ICD Business School</li> </ul> |  | <ul style="list-style-type: none"> <li>• You need to make a direct application to these colleges and not through CAO.</li> <li>• An application form is available from the Admissions Offices of each individual HEI.</li> <li>• Mature applicants who wish to be considered on the basis of school leaving qualifications for these HEIs should apply to CAO. You may apply direct to the HEI <b>and</b> apply to CAO.</li> </ul>   |
| <p>Is the course you are interested in a ‘restricted course’?</p>  |  | <p>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).</p>   |
| <p>Are you making an application based on QQI FET(FETAC) results (2002-2025)?</p>  |  | <ul style="list-style-type: none"> <li>Ⓞ Have you a full QQI FET Level 5/6 award (a record of achievement or component certificate is not sufficient)?</li> <li>Ⓞ Tick box 2, 2002-2025 QQI FET/FETAC Level 5/6 Exams in the Qualifications and Assessment Summary</li> <li>Ⓞ Applicants must supply their correct PPSN in the box provided</li> <li>Ⓞ You can check the QQI FET Entry Requirements at this link - <a href="https://www.cao.ie/index.php?page=fetac_search">https://www.cao.ie/index.php?page=fetac_search</a></li> <li>Ⓞ Specific QQI FET Level 5/6 awards may be required for entry to particular courses</li> </ul> |
| <p>Late applications after February 1<sup>st</sup></p>   |  | <p>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)</p>   |

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| 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.  |
| Do you need to amend your application?   |  | <ul style="list-style-type: none"> <li>Ⓢ Closing date for online change of course choices is 5pm, 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  |  | Available from 6 <sup>th</sup> May @ 12pm - July 1 <sup>st</sup> @ 5pm. Exceptions:- <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>   |
| You should receive a Statement of Application Record email before the end of May.  |  | <ul style="list-style-type: none"> <li>Ⓢ You need to check that all your information is recorded completely and correctly on your CAO account</li> <li>Ⓢ Any errors or omissions you need to inform CAO immediately.</li> <li>Ⓢ You need to click the 'confirm' button to indicate you checked your account information is correct.</li> <li>Ⓢ If you have not received the statement record by June 1<sup>st</sup> you must contact CAO immediately</li> </ul> |
| Change in personal information   |  | You may change your personal details by logging in to your account. To change your name and/or date of birth or adding an examination category you must email CAO via the Correspondence Section of your account. You should allow some time for your changes to be reflected in your application.  |
| If you are applying for courses in SETU 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 2025 directly to IT Carlow. |  | Further information and the application form are available on the SETU website - <a href="https://www.setu.ie/">https://www.setu.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.

### Some useful links

- CAO Handbook - <https://www2.cao.ie/handbook/handbook2025/hb.pdf>
- Mature Student Guide - <https://www2.cao.ie/downloads/documents/MatureStudentGuide.pdf>
- Mature Student Information Sheet - [https://www2.cao.ie/downloads/documents/2025/infosheets/mature\\_infosheet\\_2025.pdf](https://www2.cao.ie/downloads/documents/2025/infosheets/mature_infosheet_2025.pdf)
- Completing Sections 1-11 - [https://www2.cao.ie/downloads/documents/mature\\_sections.pdf](https://www2.cao.ie/downloads/documents/mature_sections.pdf)
- HEI Website Pages for Mature Applicants - [https://www.cao.ie/index.php?page=mature\\_list](https://www.cao.ie/index.php?page=mature_list)
- HEI Student Support Officers - <https://www.cao.ie/index.php?page=hei&type=mature>

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.