



GRIFFITH COLLEGE

PARENTS AND GUARDIANS GUIDE TO CAO APPLICATION



THEIR NEXT STEP

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June 2019 Exam
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INTRODUCTION

Choosing a course is a difficult decision, which is why parent or guardian support is recommended during this process.

There are lots of higher education institutions that students can choose from, which is why researching courses and institutions is important. Students should request a prospectus or visit the website of the institution that they are interested in attending.

Griffith College list all courses, fees and entry requirements on our website at www.griffith.ie.

When deciding on courses, students must make sure to check the following:

- Minimum entry requirements
- Take note of any restrictions,
- Early application dates,
- Supplementary information required
- Whether an interview forms part of the qualification process

It is advised that you should also take some time to consider the financial implications of the decision; consider the cost of accommodation, food, and travel expenses for every year of study.

It is recommended to visit institutions at an Open Day, you can find information about Open Days at Griffith College [here](#).

Helpful Tip

If you know of any family members or friends who are attending the institution, or who have completed the course, then you could arrange to meet with them to discuss the course and institution in greater detail. Attendance at Open Days and Education Fairs can also be helpful.



APPLICATION

The application form can be completed online at [CAO.ie](https://www.cao.ie).

Take care when filling in personal details and inform the CAO of exams being taken (or completed in the past) to ensure these are taken into account at offer stage.

Students can apply for up to 10 courses on each of two separate lists, one for level 8 and one for level 7/6.

The two lists are independent from each other, meaning that you can apply for up to 20 courses.

Applicants will need to choose between them if offered a choice on both lists. Griffith College offer CAO courses across levels 6/7 and 8 and all of our courses can be viewed at www.griffith.ie.

After submitting the application form, the applicant will receive a CAO application number which you will need to take note of, as this number will be required for all interactions with CAO throughout the year. Access to the 'My Application' facility enables your child to log into their CAO account and keep track of their application.

Applicants will receive a Statement of Application Record (end of May) Before the end of May, all applicants (online and paper) will receive a Statement of Application Record in the post.

This is an extremely important document and must be carefully reviewed and any errors or omissions must be noted on this form and returned to CAO immediately.

If the applicant has not received this document by the end of May they must contact CAO via www.cao.ie and we will issue a duplicate copy.



IMPORTANT CAO CORRESPONDANCE

*Keep a record of any
correspondance from
CAO*

Application number email

Immediately after applying online.

Email correspondence

CAO will communicate with applicants via email at various intervals throughout the application process.

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Offer Notification/Statement of Application Record (mid-August or earlier for some applicants)

At the offers stage, your child will either receive an Offer Notification or a Statement of Application Record (by e-mail). If they receive a Statement of Application Record this is because the applicant has not been deemed eligible for an offer in this round.



APPLICATION CHANGES & DEFERRING

Need to make a change?



Log In...

Log in via the 'My Application' facility on CAO.ie and go to add/change course choices

Update...

Add ALL of your courses to the 'new list' in genuine order of preference

Check...

You'll receive an email confirming your changes. Check that everything is in order

Deferring a place?

If a student decides to defer an offer of a place they must write or e-mail immediately to the Admissions Office of the appropriate HEI.

The Griffith College Admissions Office are on hand to support any queries and can be contacted at: admissions@griffith.ie or by telephone on (01) 415 0400.



OFFERS

The offer process

Round One offers will be issued as soon as possible after the Irish Leaving Cert results are released.

This is usually within a week of the issue of results in mid-August.

After Round One offers have been accepted, CAO then issues Round Two offers for remaining places.

Subsequent offers are issued by CAO as necessary until October to fill any vacancies that may arise.

Accepting Offers

Students can accept their offer online.

If an offer is received from both lists (Level 6/7 & Level 8) in the same round, your child can only accept one.

Accepting an offer in Round One will not prevent your child from receiving an offer of a higher preference course in subsequent offer rounds; should a place become available at a later round, and if your child is entitled to this place, they may receive an offer which they can choose to accept or ignore.

Accepting the new offer will automatically cancel the previous acceptance. If your child accepts an offer online they will receive an acknowledgment e-mail.



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