

CAO Application Step by Step

1. Log onto www.cao.ie
2. Click on apply
3. Put in personal details
4. Tick box for 'I have not already received a 2022 CAO application number or applied by post'
5. Put in address
6. Tick box for postal address is correct
7. Tick yes for text messages (both)
8. Tick number 1 under qualifications for leaving cert 2022.
(The other categories only apply to students that sat exams abroad ie GCSE or did FETAC courses!)
9. Click Credit or Debit Card. Put in credit card details
10. Do not tick for the Fee payment form or bank statement giro form!
11. Click on button to accept charges outlined
12. Click that you understand the term and conditions
13. Put in password
14. Click proceed and the next stage appears
15. Double check details when a summary page appears
16. The Cao number will appear - **TAKE DOWN CAO NUMBER**
17. Log in again bottom of page
18. Put in school details (if only attended one school- it all goes on one line: 1 Blackwater community school, Lismore, Co. Waterford and fill in country and year you started to 2022)
19. Tick box for "2022 Leaving Certificate"
20. Click save
21. Click to proceed ahead

22. Cao application form appears
23. Put in level 8 and level 6/7 courses (make sure to click submit at the bottom of the page)
24. Click on add courses. You should have these wrote out beforehand.

25. Can tick box for grant but need to apply separately after Christmas (this will only send on your details to SUSI, it is not your grant application)
26. Tick box for HEAR for extra supports in college. This depends on whether you are eligible.
27. Tick DARE for disability and reduced points. You must be eligible to qualify for this. If your education has been affected by either a physical or mental disability please see accesscollege.ie for more details.

28. Once you log out all information is saved, however check the summary page before you log out