

From  
November  
2016

1. Review the HEAR Handbook with your parent(s) / guardian(s) particularly sections 6 & 7
2. Make a CAO application at [www.cao.ie](http://www.cao.ie)
3. Fill in the online HEAR Application at [www.cao.ie](http://www.cao.ie)
4. Gather your supporting documents
5. Remember, they can take several weeks to issue

By 1  
February  
2017

Apply to CAO by **17:15**

February

You will receive a reminder email from CAO if you have indicated HEAR in your CAO online application to complete the online HEAR application form by **1 March 2017**.

By 1  
March  
2017

CAO will acknowledge receipt of your online HEAR application by email and remind you that your application is not complete until you submit your supporting documents.

By 1  
April  
2017

1. Submit copies of supporting documents to CAO, TowerHouse, Eglinton Street, Galway by **17:15**.
  2. Make sure your copies are clear and can be easily read. Put your name and CAO number on all documents.
- Faxed/emailed documents are not accepted. Keep the original of all documents and obtain a certificate of posting from An Post every time you post supporting documents to CAO.
- For confirmation that the documents you posted arrived safely in CAO, enclose a stamped, self-addressed postcard with details of the documents you have submitted.

Late  
April

CAO will send a reminder to all applicants who have not provided supporting documents to CAO by **1 April** to provide evidence of proof of postage and copies of supporting documents.

April-May

CAO will send letters to some applicants to verify postal address. CAO send a letter to applicants who indicated DEIS school attendance on their HEAR application form to verify attendance at a DEIS school.

April  
– June  
2017

HEAR Application Assessment.

In Late  
June 2017

Applicants notified of outcome of HEAR Application.

End June  
Early July  
2017

HEAR Application Recheck.

August  
2017

CAO offers.  
Successful HEAR Applicants notified by letter.  
Accept CAO offer.  
Accept HEAR offer of extra college supports.

Late Aug/  
Early Sept

Attend mandatory HEAR orientation programme.