**Leaving Certificate Checklist CAO**

Make CAO Application

Tick box for HEAR/DARE

Tick box for SUSI

Input at least 5 Level 8 Courses

Input at least 5 Level 7/6 Courses

Send away exemption

**HEAR/DARE (Dates very important)**

Fill in application form (on CAO website) before 1st March

Print off checklist (HEAR) and send in all relevant documents

Copy of Report etc. (DARE), Academic Reference, Evidence of Disability by 1st March



**Trinity Access Programme**

If you qualify for HEAR, apply for this excellent programme.

Apply on <http://www.tcd.ie/Trinity_Access/prospective/access/>

Complete personal statement before making application

**PLC – Post Leaving Certificate Courses**

Applications for PLC courses made directly to college and an individual application form for each course.

Apply for at least 3 PLC courses. This is a Level 5 and you will get an offer before sitting your Leaving Cert

(Make a note of all you apply for).



To the Revenue Commissioner,

My PPS number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like you to send me a P21 for 2015 as soon as possible.

I require this urgently for my \_\_\_\_\_\_ who is applying for an access scheme to go to College.

My name and address is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kind wishes,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

* This is a reminder of what you need to do to ensure to apply for courses.
* Apply for as many courses as possible.
* You are responsible for your application.
* Make sure you check your email at least once a week to keep up-to-date.
* Make sure when you apply for a PLC, you receive an email/letter for an interview date – they may not have received the email (most working of a basic website so forms get lost – check and double check)
* Give yourself a chance – study – I promise it will be worth it!!

