

**PLEASE NOTE TIME SCALES FOR 2009 CAO
SUPPLEMENTARY ADMISSION PROCESS**

Before 1st February

Complete the CAO form on line or the hard copy . Disclose your disability or specific learning difficulty on CAO form and follow link to Supplementary Information Forms if you are completing the CAO on line form.

Middle of February:

Receive Supplementary Information Form from CAO **only** if you have completed the hard copy of CAO form.

Before the 27th March:

Complete the Supplementary Information Forms and return ALL supporting documentation to CAO Office.

April – June:

All applications for the CAO Supplementary Admission Route are screened for eligibility on grounds of disability by the 10 participating HEIs involved in this process.

Middle of August:

Individual College Admission Systems consider applicants deemed eligible for consideration under the Supplementary Admission Route.

Middle of August:

Offers under the Supplementary Admissions Route are made to applicants as part of the CAO First and Second Round offers.

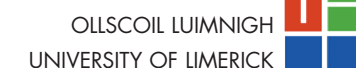
What information should I...?

Which Colleges are...?

Where can I...?

How do I...?

Supplementary Admissions Route for Applicants with Disabilities



Where can I...?

How do I...?

What is the Supplementary Admission Route into higher education?

The Supplementary Admission Route facilitates access to some Higher Education Institutions (HEIs) for applicants with disabilities, who, because of the impact of their disability, may not achieve the Leaving Certificate Grades to reach the minimum CAO points for their programme preference.

For whom is the supplementary admission route?

It is for you if:

- You are a student with a disability, **and**
- You may not be able to meet the points for the course of your choice due to the impact of your disability.
- You are a student wishing to disclose your disability for needs assessment and support provision in any one of the HEIs.

What kinds of disabilities are considered?

Students with a wide range of disabilities are eligible, including students who:

- Have physical and mobility disabilities
- Are blind or vision impaired
- Are deaf or hard of hearing
- Have significant ongoing health issues
- Experience significant mental health difficulties
- Have specific learning difficulties such as dyslexia
- Have disabilities such as ADD, ADHD or Aspergers' Syndrome

A limited number of places are made available through the CAO each year to students with disabilities whose disability has impacted on their academic performance in second level education.

What standard of Leaving Certificate is required?

- Each College has set entry requirements to each programme
- **All applicants must reach minimum entry requirements and any specific programme requirements**

Visit the websites of individual Colleges for specific details.

What Higher Education Institutions are involved in the Supplementary Admissions Route?

Athlone Institute of Technology
<http://www.ait.ie/facilities/stuserv/disability>

National College of Ireland
http://www.ncirl.ie/Student_Support/Disability_Support

Dublin Institute of Technology
<http://www.dit.ie/campuslife/disability/>

Dublin City University
<http://www.dcu.ie/students/disability/>

University College Dublin
<http://www.ucd.ie/disability/>

Trinity College Dublin
<http://www.tcd.ie/disability/>

National University of Ireland, Maynooth
<http://access.nuim.ie/disability>

University College Cork
<http://www.ucc.ie/en/dss/>

National University of Ireland, Galway
http://www.nuigalway.ie/student_services/disability_office/

University of Limerick
<http://www.ul.ie/disabilityservices>.

How do I make a Supplementary Admission Application?

1. Complete the standard CAO application form online before 1st February 2009 (www.cao.ie)
2. **You must disclose your disability or specific learning difficulty on the CAO online form by ticking the Disability/ Learning Difficulty Box.**

What information should I...?

Which Colleges are...?

3. You will then be directed to the separate online Supplementary Information Form (SIF) which will ask you to provide additional information about your disability or specific learning difficulty.
4. If you do not have access to the internet, you may complete the hard copy Supplementary Information Form which the CAO will forward to you once your application has been submitted. **It is your responsibility to return this information to the CAO before the 27th March 2009.**

What information should I provide on the Supplementary Information Form?

You must provide the following information:

- Details of disability
- Supports provided in second level education
- Possible supports required in higher education
- Verification from appropriate medical consultant in case of students with sensory, physical, medical and mental health conditions
- Educational Psychologist's Report undertaken within past three years i.e.(between 1st February 2006 and 1st February 2009) in case of students with specific learning difficulties

Please refer to CAO website for further guidance on completion of documentation for the Supplementary Admission Route. Sample completed forms can be downloaded from the CAO website at www.cao.ie

What happens to the Supplementary Information Form?

All the Supplementary Information Forms are downloaded from the CAO and screened for impact of disability by a panel of disability professionals working in Higher Education Institutions. The documentation is dealt with according to the strictest levels of confidentiality. External experts random check a sample of the applications to ensure consistency and transparency in the review of documented evidence. Thus, individual applicants are considered for places across all participating colleges using the same criteria.

If I have a language waiver for my Leaving Certificate, is this automatically accepted by participating colleges?

No.

For further details on specific processes in place please visit individual HEI websites.

For the NUI Colleges (UCC, UCD, NUIG, NUIM)
Contact: National University of Ireland, 49 Merrion Square Dublin 2
Phone 01-4392424, E mail registrar@nui.ie

For Trinity College, Dublin
Contact: The Admissions Office,
Trinity College, Dublin
www.tcd.ie/admissions

For University of Limerick
Visit: University of Limerick Website
www.ul.ie/disabilityservices or
E mail: lonnie.costelloe@ul.ie

When is my application considered by colleges under the Supplementary Admissions Route?

Completed application forms are screened, as outlined above and applicants deemed eligible for inclusion in the Supplementary Admission Route are considered when Leaving Cert results are available in August. Offers are made as part of the standard CAO First and Second Round offers

If I make a late application or use the change of mind facility am I still considered under the Supplementary Admissions Route?

Yes, you will be considered under the Supplementary Admission Route and by individual colleges for your final programme preferences indicated on your CAO application, provided the programme is not 'restricted'. However, you are advised to have all the documentation pertaining to your disability/learning difficulty returned to the CAO **before 27th March, 2009.**

Are mature applicants considered under the Supplementary Admission Route?

No, generally the Supplementary Admission Route is restricted to Leaving Certificate applicants. Please contact each college individually for specific details.

Where can I get more information?

Further information can be obtained by visiting the websites of the participating HEIs listed overleaf.