



CAO Offer and Acceptance protocols

Accepting a CAO offer

Offers should be accepted via the CAO website no later than the reply date on the offer notice. See www.cao.ie for details.

Late Acceptance

If an applicant realises that they have made an error and not accepted their offer, [Admissions](#) should be contacted immediately to explain what happened and include supporting documents if any (e.g. certificate of posting if acceptance was posted)

If the subsequent round has issued, it will usually be necessary to wait until that round is over to see if there are places available.

We will not consider a request for a late acceptance which is received more than two weeks after the reply date or after the end of CAO offer rounds. We acknowledge all acceptances by email, so if you have not received an email within two working days of the reply date, you should contact us immediately.

Offers accepted in error

On occasion applicants accept an offer in error. This can be

- a higher preference acceptance in a later round or
- a subsequent acceptance of a level 6/7

If this error is identified before the reply date, they should contact CAO immediately to request that the acceptance be removed.

If the error is not realised until after the reply date, they should immediately contact the HEI which they accepted in error.

Cancellation of acceptance

Applicants who have accepted a place and subsequently decide not to attend UCD should [contact UCD – Registry Admissions](#) immediately to cancel the place so it can be made available to other applicants. (this does not apply for applicants who accept a later round offer via CAO – the new acceptance will automatically cancel the earlier acceptance. This is known as a superseded acceptance).

Students who have not registered by start of term will be contacted. If they do not respond their acceptance will be cancelled.

After the close of CAO season students can no longer cancel their offer with Admissions but must withdraw following the [UCD withdrawal procedures](#).

Request to cancel a deferral and accept offer

Applicants who have deferred and later wish to cancel the deferral to accept their previous offer will be considered according to the criteria outlined under 'Late Acceptance'.



Undergraduate Transfers

Accepting an offer

When offers issue, applicants will receive an email from UCD Registry Admission detailing the offer. Offers may be firm or conditional.

Offers must be accepted within 7 days.

Transfers to revert to previous course

An applicant who accepts a transfer place ceases to be a student of the previous programme (this includes acceptance via CAO). For UCD students the creation of the new student record will automatically cancel the old record. External students transferring in to UCD must withdraw from their original university.

For UCD students, if an applicant changes his/her mind within the first three weeks of teaching term¹, we can revert the record to the previous programme subject to the following conditions:

- A place remains available in the previous programme
- The student is aware that some modules may no longer be available in the original programme

¹ This does not apply to start of term transfers