

# 3. How to Apply

## Contents

---

3. How to Apply .....	1
-----------------------	---

### 3. How to Apply

#### 1. PREPARATION BEFORE YOU APPLY:-

##### 3.1.1 If you are currently in Grade 12.

- Your ID Number (Found on your ID Document and/or Birth Certificate)
- At least your Final Grade 11 Results.
- Also, Your Grade 12 June and/or Trials (September results) if you already have it or as soon as you get it;

##### 3.1.2 If you have already passed the Grade 12 Final Examinations

- Your ID Number (Found on your ID Document and/or Birth Certificate)
- Your Final NSC results

#### 2. DURING YOUR APPLICATION

##### COMPLETING YOUR APPLICATION

- Go to our website:- [www.cao.ac.za](http://www.cao.ac.za)
- Click on 'Apply' on the top navigation bar
- Read the information and click on 'Continue with Application'
- Enter your ID Number and click on "Submit"
- Enter ALL the details requested. Once you have entered all the requested information, click on 'Next'.
- Click on 'Continue with Online Application'.
- A pop-up window will appear with your CAO number, password and EasyPay number. Read the instructions. The same information will also be sent to the email address you provided. This information is important to access your information at a later date and track the progress of your application.

##### PLEASE NOTE: YOU HAVE NOT YET COMPLETED YOUR APPLICATION

- Click on 'Continue with Online Application'.
- Follow the instructions, complete ALL the information requested and click 'Next' on each page as you navigate through the application.
- At the end of the application, view the summary of YOUR application presented on screen. Should any information be incorrect, click on 'Edit' and update the information immediately.
- To submit your application, click on 'Process My Application' at the bottom of the page.

##### YOUR APPLICATION HAS NOW BEEN SUBMITTED

- You will know that you have successfully submitted your application when you receive the prompt "Your Application has been successfully submitted to CAO."

#### 3. AT THE SAME TIME, WHILE COMPLETING YOUR APPLICATION YOU CAN:

- Pay your admin fee online at the same time you apply or after or by choosing to pay at an EasyPay Outlet (See Page 24 on 'Ways to Pay the Administration Fee').
- Submit/Upload your supporting documents eg. ID, School Results etc at the same time you apply or afterwards by clicking on the 'Upload My Documents' icon on the Homepage (See Page 22 on 'How to Submit your Supporting Documents').

#### **4. AFTER YOU HAVE APPLIED**

If you did not pay the administration fee or upload your documents at the time you applied, you must do so as soon possible.

- (a) Pay the administration fee online by clicking on 'Payments' on the top menu bar OR Pay via an EasyPay outlet (See Page 24 on 'Ways to Pay the Administration Fee').
- (b) Upload your Proof of Payment AND Upload supporting documents by clicking on the 'Upload My Documents' icon on the Homepage (See Page 22 on 'How to Submit your Supporting Documents').