5. Upload Documents

Contents

5.1 What do I need to upload my documents?

You may upload your documents at the same time when you complete your application OR you may upload your documents at a later date.

You must have the following information on hand when you upload documents.

- CAO/ID Number or Passport Number AND

- Cell number that you have entered on your application OR

- E-mail address that you have entered on your application

Your document/s must be saved in a file on your computer OR on a memory stick/flash drive AND each document must be saved individually and uploaded onto the respective document type.

Click on the 'Upload my Documents' icon on the homepage.

UPLOAD MY DOCUMENTS

Follow the prompts on screen to login and upload your documents.

5.2   What documents do I require?

5.2.1.   The minimum documents required are:

(a) Certified copy of your identity document *(South African citizens)* OR passport *(International applicants ONLY)*

(b) Final Grade 11 Report (if you are in Grade 12) OR

(c) Highest school leaving qualification achieved *(if you have already completed Grade 12)*

(d) Accredited qualification/s achieved - post school studies *(if you have already completed Grade 12)*

(e) Copy of Study or Residence Permit *(If you are a non-South African applicant)*

(f) Power of Attorney form. *(if you are under 18 or if you wish for your parent//guardian to speak on your behalf.)*

(g) Proof of payment

5.2.2.   Further documents required are:

(a) June Grade 12 Report *(as soon as you receive it if you are currently in Grade 12)*

(b)   September/Trials Grade 12 Report *(as soon as you receive it if you are currently in Grade 12)*

(c) Any other document requested by the institution, e.g. Academic Record, etc

5.3 How do I upload my documents?

How to upload documents after you have logged out:

(a)   Go to www.cao.ac.za

(b)   Click on the 'Upload my Documents' icon on the bottom left of the homepage.

(c)   Follow the prompts onscreen to log into your profile.

(d)   Select the document type you want to upload.

(e)   Enter any information requested.

(f)   Click on 'Choose file' and select the document that you saved.

(g)   Click on 'Next'

(h)   If you have uploaded an exam result you will be prompted to enter your results. Once you have entered your results click on 'Next'

(i)   You will be provided with an option to load any additional documents, select as required.

(j)   A summary of the information you have entered, and the document will be presented to you to check.

(k)   Click on 'Submit my Documents'.

(l)   A message will be displayed on screen to inform you that your documents have been uploaded successfully.

View our Video Tutorial on 'How to Upload Documents' on our website www.cao.ac.za

P.S.: Ensure that the correct document type is selected when your documents are uploaded. If you upload any documents using the incorrect document type, the document will reflect on our system as 'not received/outstanding' and may result in your application being rejected.

5.4   Important info when entering results for Grade 12 applicants.

5.4.1   It is compulsory to enter your Life Orientation mark.

5.4.2   Please enter your Promotional/ Final mark as indicated on your report.

5.4.3   If your school has not provided you with your Promotional/ Final Mark use your Exam mark.

5.4.4   It is your responsibility to ensure that you enter your results correctly as institutions use this information to make their selection decisions.