ONLINE APPLICATION GUIDE
2026 ENTRY

AI

IMPORTANT

APPLY NOW

All New Applications, Change of Mind and Required Documents must be submitted online via our website: *www.cao.ac.za*
Contact our Call Centre during office hours (Monday - Friday 08h00 - 16h30) on **031 268 4444**

STEP GUIDE TO COMPLETE YOUR ONLINE APPLICATION

PREPARATION BEFORE YOU APPLY: -

- **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.
- **If you have already passed the Grade 12 Final Examinations**:
  - Your ID Number (Found on your ID Document or Birth Certificate).
  - Your Final NSC results.

STEP 1: Follow the guidelines on *www.cao.ac.za* to complete and submit your application
STEP 2: Pay the administration fee

STEP 1

- Go to www.cao.ac.za.
- Click on the '**Apply**' tab on the top of the screen.
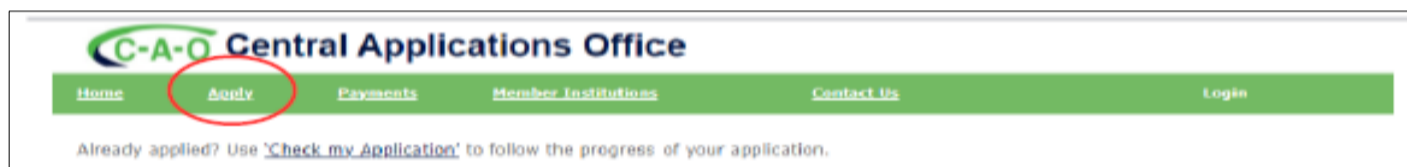
- Enter your ID/Passport number and click on 'Submit'.
- Enter ALL the details requested. Once you have entered all the requested details, click on 'Next'.
- Click on 'Continue with online application'.
- A pop-up will appear with your CAO Number, Password and EasyPay Number.
  The same information will 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 information requested & click 'Next' on each page.
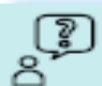
> **Helping you to add / select programmes whilst completing an online application**
> - You can add/select programmes and/or institutions by using the 'Programme Name' or 'Institution' option.
> - If you choose to search by 'Programme Name' you may enter your chosen field of study.
> - If you choose to search by 'Institution', the default is 'All institutions' or you may use the drop-down menu to select a specific institution from the list. When doing this, all the available programmes at your selected institution are displayed. You may select a maximum of six programmes.

- Click on **Process My Application** when you reach it.

YOUR APPLICATION HAS NOW BEEN SUBMITTED
A message will be displayed on screen informing you that your submission has been successful

- You can now pay online and upload your supporting documents **before** you log off **OR** pay at an EasyPay Outlet and upload your supporting documents.

STEP 2

For your application to be available to the institution/s to which you have applied, you must pay the full on-time administration fee of R250 if you are a South African, and R300 if you are an international applicant. A late fee is payable from 1st November. See current Handbook or Website for details.

NOTE: If you wish for any other person to have access to your application details, you will need to complete a 'Power of Attorney' Form

HOW TO COMPLETE A POWER OF ATTORNEY FORM

- Go to our website (**www.cao.ac.za)** and click on the 'Important Notices & News' icon.
- Download the Power of Attorney form, print it out, fill it in, and sign it.
- Upload the completed form by clicking on the 'Upload My Documents' icon.

This will allow our call centre to share your application details with the person you choose.

WAYS OF MAKING PAYMENT

You have two options of making payment:

1. **Online (two ways)**

1.1. Paying Online at the same time when you are doing your Application OR Change of Mind
   - Select the 'Make Payment' option.
   - Follow the instructions onscreen to make payment.

1.2. Paying Online at any time after you have logged out
   - Go to **www.cao.ac.za**

(a) **Option 1**
   - Click on the 'Payments' on the top menu bar.
   - Enter your CAO number and Click 'Make Payment'.
   - Select payment option: 'MyGate' to pay by credit card or 'EasyPay' to pay by debit/credit card.

(b) **Option 2**
   - Click on the 'Check My Application' icon on the Homepage.
   - Enter your CAO or ID number and click 'Submit'.
   - Click on Make a payment to pay by credit card or Click 'Here' to pay by debit /credit card through EasyPay.
   - Follow the prompts on screen.

2. **Via EasyPay**

2.1. Paying via EasyPay for your application OR Change of Mind
   - You can pay at any EasyPay outlet, e.g. Shoprite, Checkers, Pick n Pay, Woolworths, etc.
   - Use your unique EasyPay Number on your application as the reference when making payment.

UPLOAD 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
- Cell number that you have entered on your application
- 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.

How to upload documents after you have logged out:
- Go to **www.cao.ac.za**

- Click on the 'Upload my Documents' icon on the bottom left of the homepage.
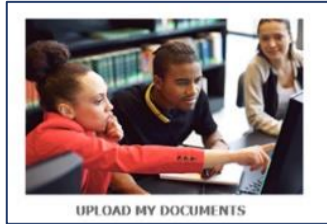
- Follow the prompts onscreen to log into your profile.
- Select the document type you want to upload.
- Enter any information requested.
- Click on 'Choose file' and select the document that you saved.
- Click on 'Next'.
- If you have uploaded an exam result you will be prompted to enter your results.
- Once you have entered your results click on 'Next'
- You will be provided with an option to load any additional documents, select as required.
- A summary of the information you have entered, and the document will be presented to you to check.
- Click on *'Submit my Documents'*.
- *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**

HOW TO UPDATE YOUR PERSONAL DETAILS ONLINE

- You will require your CAO/ID Number and Cellphone OR Access to your email.
- Go to **www.cao.ac.za**
- Click on the icon 'Update My Details' on the Homepage

- Select 'Click here to continue and update your application'
- Follow the onscreen prompts to 'Login' to your profile to update your details.
- Once you are logged in, you will be presented with menu options on the left navigation bar.
- From the menu select the information field/s that you would like to update.
- Once you have updated all your details and you are satisfied with your update, click on 'Process My Updates'
- *A message will be displayed on screen to indicate that your updates have been processed.*

NOTE: Once you submit your updated information it is immediately made available to institutions.

CHECK THE PROGRESS OF YOUR APPLICATION

- Go to **www.cao.ac.za**
- You can check the progress of your application by clicking on the 'Check My Application' icon on the homepage.
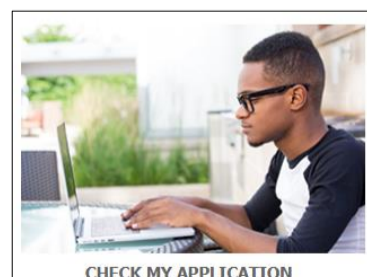
- Enter your CAO number or ID number/Passport Number and the status of your application will be displayed on the screen.

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- You can contact our Call Centre during office hours (Monday- Friday, 08h00-16h30) on **031 268 4444** or dial **+27 31 268 4444** if from outside South Africa.
- If you wish for any other person to have access to your application details, you will need to complete a 'Power of Attorney' Form (Refer to Page 2, for more details).

STEP BY STEP GUIDE TO SUBMIT A CHANGE OF MIND ONLINE

- Go to **www.cao.ac.za**
- Click on the 'Change of Mind' icon on the homepage

CHANGE OF MIND

- Follow the prompts to 'Login'.
- You will be presented with a list of <u>your current programme choices.</u>
- Enter ALL the programme choices as you would **now** like them to appear; i.e. **the ones you are changing AND those programmes you wish to retain must be entered.**
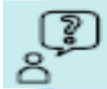
> **How to add/select programmes whilst completing an online Change of Mind**
> - You can add/select programmes and/or institutions by using the 'Programme Name' or 'Institution' option.
> - If you choose to search by 'Programme Name' you may enter your chosen field of study.
> - If you choose to search by 'Institution', the default is 'All institutions' or you may use the drop-down menu to select a specific institution from the list. When doing this, all the available programmes at your selected institution are displayed. You may select a maximum of six programmes.

Take note
- Take special note of the guidelines to assist you with entering your programme information correctly before submitting.
- Please make sure that you enter all your programme choices in the ranking order that you wish before submitting them.
- Click on 'Next' and check that the programme choices you have added are correct.
- Once you have checked, click on 'Process my Change of Mind'

YOUR CHANGE OF MIND HAS NOW BEEN SUBMITTED

- You can now pay online immediately, or you can pay at any EasyPay outlet. Your EasyPay Number will be provided on screen.
- Click on 'Logout' once you are done

For your Change of Mind to be made available to the institutions to which you have applied you must pay your COM Administration fee of R140

View our **Video Tutorial** on **How to Submit your change of Mind** on our website **www.cao.ac.za**