



CHANGE OF MIND/EXTENDING YOUR APPLICATION REQUEST FORM

CAO Number: _____

Applicant ID/Passport Number: _____

Applicant's First Name/s: _____

Applicant's Surname: _____

1. When does a Change of Mind/Extending Your Application Request Form have to be completed?

- When you want to change a previously submitted programme, and/or
- When you want to change the rank order of your choices, or
- If you wish to extend your application to the next available entry year/term after the start date of the programmes you have applied for.

2. What to do if you want to change and/or re-rank your programme choices:

- Complete and submit your fully paid for Change of Mind/Extending Your Application Request form.

3. What to do if you want to extend your application to the next available entry year/term

- Complete and submit your fully paid for Change of Mind/Extending Your Application Request form.
- You are only allowed to extend your application to the next available entry year **ONCE**, thereafter you must make a new application.

4. How much does it cost?

- A fee of **R100** is charged for each Change of Mind submission or a request to extend your application.
- No request will be processed until payment is received in full.

List of Current Programme Choices - These are your programme choices that we have received from you to date. If it is your first change of mind request, then it will be the programme choices you entered on your original application form.

If you have forgotten your programme choices, you can contact the CAO Call Centre on Share Call 0860 860 226, or visit our website on www.cao.ac.za and click on 'My Application' to view your programme choices

	Code	Programme Name	Entry Year 2017 OR 2018	Intake/Start Month	TVET Trimester 1/2/3	Residence Required Yes/No
EG	MN-M-AG3	N Dip Agriculture	2017	July		NO
1						
2						
3						
4						
5						
6						

My New List of Programme Choices – How I would like my programme choices to appear

	Code	Programme Name	Entry Year 2018	Intake/Start Month	TVET Trimester 1/2/3	Residence Required Yes/No
EG	DU-D-CV3	N Dip Engineering: Civil	2018	Jan		Yes
1						
2						
3						
4						
5						
6						

Ways of making payment

- You can use your unique Easypay reference number used when paying your application fee. If you did not retain your Easypay reference number, contact us on 0860 860 226 and we will provide you with your reference number
- Send a Cheque, Postal or Money Order made payable to The Central Applications Office not (CAO). Write your CAO Number at the back of the Cheque, Postal/Money Order in order to allocate the payment to your application

Submit your completed Change of Mind/Extending Your Application Request form to E-mail: comscao@cao.ac.za, Fax: 0866 228 833, Post to Central Applications Office, Private Bag X06, Dalbridge, 4014 or hand deliver to our office.

Signature of Applicant: _____

Date: _____