UPLOAD YOUR DOCUMENTS

1. How do I upload my documents?

Go our website www.cao.ac.za and click on the '2025 Digital Walk-ins' tab on the top navigation bar. Select the option to upload your documents.

To login to upload your documents, you must have the following:

a) CAO/ID Number or Passport Number AND

b) Cellphone (with cell number entered on your application) OR

c) Access to your e-mail (which was entered on your application)

You must have your document/s saved in a file on your computer or on a memory stick/flash drive and each document must be saved individually to upload to the respective document type that you are submitting.

a) Once you have logged in select the document type you want to upload

b) Enter the information requested e.g. exam year, exam authority etc.

c) Click on 'Choose file' and select the document that you saved

d) Click on 'Next'

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

f) You will be provided with a summary of the information you have provided to check

g) Click on 'Submit my documents'

h) You will then receive a confirmation on screen that your documents have been uploaded successfully

2. Do I have to upload my Final Grade 11 and Grade 12 results now that I have my NSC results?

No, you do not have to upload your Final grade 11 and grade 12 results. You must upload a certified copy of your ID and your NSC results, if we request you to do so.

3. Why must I complete a Power of Attorney form?

If you wish for any person to have access to your application details, you must complete a 'Power of Attorney' Form.

To do this:

1. Go to the Homepage and click on the "Important Notices & News' icon.
2. Download the 'Power of Attorney' Form, print it out, fill it in, and sign it.
3. 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.

View our **video tutorial** on **How to Upload your Documents**