
CHANGE OF MINDS

1. When do I submit a Change of Mind (COM)?

A Change of Mind (COM) is submitted when you want to change your study choices.

1.1. This normally happens when:

- 1.1.1. You no longer want to do a particular programme or programmes
- 1.1.2. One or more of your programme choices has been unsuccessful
- 1.1.3. An institution discontinues one of your programme choices (This change is free)
- 1.1.4. You want to change the ranking of your programme choices
- 1.1.5. You want to extend/carry forward your application into the next entry year/term

COMs can only be submitted if you have applied and fully paid for your application in the applicable entry year/ term

NOTE: Make sure that you enter all your programme choices in the ranking order that you wish them to appear. Ensure that you also include the programme choices that you wish to keep from your existing programme choices, before committing your changes to avoid unnecessary costs.

IMPORTANT

If you do not carry forward the programme choices you wish to keep on your application, those programme choices will be withdrawn once your COM is submitted.

2. How do I change my programme choices?

- 2.1 All changes to programme choices must be completed online via our website www.cao.ac.za
- 2.2 Click on the 'Change of Mind' icon on the homepage or select the available option from the '2025 Digital Walk-Ins' tab
- 2.3 Follow the prompts to Login
- 2.4 Once you have logged into your profile, select 'Change of Mind' from the left navigation bar
- 2.5 You will be presented with a list of your current programme choices.
- 2.6 Select the new programme choices as you would now like them to appear.

Take special note of the guidelines to assist you enter your programme information correctly before submitting

AND

Make sure that you enter all your programme choices in the ranking order that you wish before submitting your changes to avoid unnecessary costs

2.6.1 If you have and know your programme code:

- ✓ Enter the six-character code as per the example on screen. Click on 'Add' and repeat until you have added all your programme choices up to a maximum of 6

2.6.2 If you know your programme name only:

- a. Enter the 'Programme Name' in field provided on screen
- b. Select a specific institution if you have a preference or leave 'All Institutions' to see which institutions offer the programme
- c. Click on 'Search'
- d. Click on 'Add' next to the programme you wish to add
- e. Repeat steps indicated in points a-d above until you have captured all your programmes
- f. Click on 'Search'
- g. Click on 'Add' next to the programme you wish to add
- h. Repeat steps 6. (a-g) until you have added all your programme choices (maximum of 6 choices)

2.6.3 If you don't know the programme code or name and want to see the programmes that are available:

- ✓ Click on 'Programme List' in the 'Step 3' instruction at the top of the page and follow the prompts.
- ✓ Click on Next'

Check that the programme choices you have added are in the correct order you wish for it to be processed on your application

2.7 Once you have checked click on 'Process my Change of Mind'

YOUR CHANGE OF MIND HAS NOW BEEN SUBMITTED

2.8 Click on [Pay now by Credit card](#) to immediately pay the change of mind fee online.

If you choose to pay online at a later stage click on "Payments" on the top menu bar, select your payment option 'Mygate' to pay by credit card or 'EasyPay' to pay by debit or credit card.

You can also pay at any EasyPay outlet e.g. .Shoprite, Checkers or Pick n Pay. Your EasyPay Number will be provided on screen, use this as a reference when making payment.

2.9. Once payment reflects on our system the next business day your change of mind will be processed and made available to the institution(s).

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

View our [video tutorial](#) on **How to Submit A Change of Mind.**