

IMPORTANT !

- All New Applications, Change of Mind and required documents must be submitted online via our website: www.cao.ac.za.
- No Hard Copy applications or documents will be accepted.
- Contact our Call Centre during Office Hours (Monday- Friday 08h00-16h30) on 031 268 4444.

Apply From 1st March for 2024 Entry !

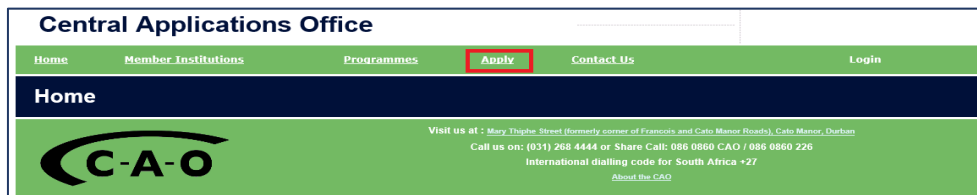
A. 2-Step Guide to complete your application online

STEP 1: Follow the guidelines on www.cao.ac.za and complete your application

STEP 2: Pay the administration fee

STEP 1

- (1) Go to www.cao.ac.za.
- (2) Click on the “Apply” tab on the top of the screen.



- (3) Enter your ID/Passport number and click on 'Submit'.
- (4) Enter ALL the details requested. Once you have entered all the requested details, click on 'Next'.
- (5) Click on 'Continue with online application'.
- (6) 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 in case you want to access your information at a later date.

PLEASE NOTE: YOU HAVE NOT YET COMPLETED YOUR APPLICATION

- (7) Click on 'Continue with Online Application'.
- (8) 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.

- (9) Click on “Process My Application” when you reach it.

YOUR APPLICATION HAS NOW BEEN SUBMITTED

- (10) The message on your screen will display that your submission has been successful.
(11) You can now pay online and upload your supporting documents **before** you log off **OR** see B1.2 and B2 for alternative payment options and C1 and C2 for uploading 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 R250-00 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.

B. Ways of making Payment

You have two options of making payment:

1. Online (two ways)

1.1. Paying Online by credit card at the same time when you are doing your Application OR Change of Mind

- Select the ‘Pay now by Credit Card’ option.
- Follow the instructions onscreen to make payment.

1.2. Paying Online by credit card any time after you have logged out

- Go to www.cao.ac.za
- Select “Check My Application”
- Enter your CAO number or ID number/Passport Number and click on ‘Submit’.
- Click on “Pay now by Credit Card” in first paragraph
- Follow the instructions onscreen to make payment.

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.

C. Upload Documents

- (1) 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.*

- (2) 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'.
- You will then receive a confirmation message on screen that your documents have been successfully uploaded.

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

D. Check the Progress of your Application

- (1) Go to www.cao.ac.za
- (2) You can check the progress of your application by clicking on the 'Check My Application' icon on the homepage



- (3) Enter your CAO number or ID number/Passport Number and the status of your application will be displayed on the screen
- (4) 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.
- (5) After hours you can use our Self-Help service by dialling 031 268 4444

E. Step by Step Guide to submit a Change of Mind Online

- (1) Go to www.cao.ac.za
- (2) Click on the 'Change of Mind' icon on the homepage



- (3) Follow the prompts to Login.
- (4) You will be presented with a list of your current programme choices.

- (5) 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.**

Helping you 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.

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.

- (6) Click on ‘Next’ and check that the programme choices you have added are correct.
 (7) Once you have checked, click on ‘Process my Change of Mind’

YOUR CHANGE OF MIND HAS NOW BEEN SUBMITTED

- (8) You can now pay online immediately, or you can pay at any EasyPay outlet. Your EasyPay Number will be provided on screen
 (9) 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

F. Institution Contact Information

For Queries regarding your Application, you may also contact the Institution directly!

DUT	Email : info@dut.ac.za Phone : 031 373 5005 Chatbot : www.dut.ac.za
MUT	Email : info@mut.ac.za Phone : 031 8199299
UKZN	Email : Enquiries@ukzn.ac.za / applications@ukzn.ac.za Phone : 031 260 2212
UNIZULU	<u>Kwa Dlangezwa Campus</u> Phone : 035 902 6051 / 6184 / 6178 <u>Richards Bay Campus</u> Phone : 035 902 6923

We wish you success with your Application !