



3

WAYS OF APPLYING

3.1 APPLYING ONLINE

3.2 HOW TO COMPLETE AN ONLINE APPLICATION
(STEP BY STEP GUIDE)

WAYS OF APPLYING

3.1 APPLYING ONLINE

THE PREFERRED WAY TO APPLY IS ONLINE ON THIS WEBSITE

WWW.CAO.AC.ZA

3.1.1 AT THE SAME TIME THAT YOU APPLY, YOU MAY PAY THE ADMINISTRATION FEE ONLINE, AND YOU MAY UPLOAD YOUR SUPPORTING DOCUMENTS, E.G., ID, SCHOOL RESULTS, ETC.

3.1.2 ON RECEIPT OF YOUR APPLICATION AND ADMINISTRATION FEE YOUR APPLICATION IS IMMEDIATELY AVAILABLE TO THE INSTITUTION/S TO WHICH YOU HAVE APPLIED .

3.1.3 YOU WILL RECEIVE YOUR ACKNOWLEDGEMENT LETTER WITHIN 24 HOURS.

OR

3.1.2 AT THE SAME TIME THAT YOU APPLY YOU MAY UPLOAD YOUR SUPPORTING DOCUMENTS, E.G., ID, SCHOOL RESULTS, ETC. AND YOU MAY CHOOSE NOT TO PAY THE ADMINISTRATION FEE ONLINE.

3.1.3 YOU CAN CHOOSE TO PAY THE ADMINISTRATION FEE VIA EASYPAY .

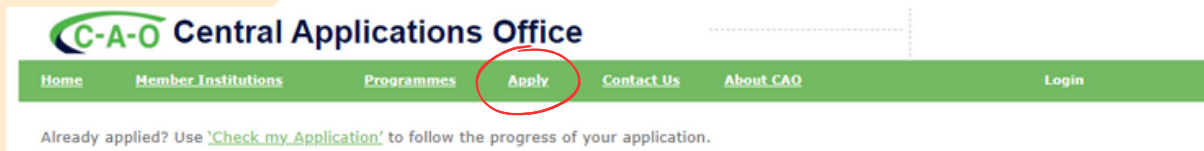
3.1.4 YOUR APPLICATION IS AVAILABLE TO THE INSTITUTION/S TO WHICH YOU HAVE APPLIED AS SOON AS CONFIRMATION OF YOUR PAYMENT IS RECEIVED, WHICH IS THE DAY AFTER YOU HAVE PAID THE ADMINISTRATION FEE AT THE EASYPAY OUTLET.

3.1.5 YOU WILL RECEIVE YOUR ACKNOWLEDGEMENT LETTER WITHIN 24 HOURS AFTER CONFIRMATION OF PAYMENT IS RECEIVED.

HOW TO COMPLETE AN ONLINE APPLICATION (STEP BY STEP GUIDE)

3.2.1 GO TO WWW.CAO.AC.ZA

3.2.2 CLICK ON THE 'APPLY' TAB ON THE TOP OF THE SCREEN.



3.2.3 ENTER YOUR ID/ PASSPORT NUMBER AND CLICK ON 'SUBMIT'.

NOTE: IF YOU ARE A SOUTH AFRICAN CITIZEN, YOU MUST ENTER YOUR SOUTH AFRICAN ID NUMBER

3.2.4 ENTER ALL THE DETAILS REQUESTED. ONCE YOU HAVE ENTERED ALL THE REQUESTED DETAILS, CLICK ON 'NEXT'.

3.2.5 CLICK ON 'CONTINUE WITH ONLINE APPLICATION'.

3.2.6 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 AS YOU WILL NEED IT TO LOGIN AND ACCESS YOUR APPLICATION INFORMATION AT A LATER DATE.

PLEASE NOTE: YOU HAVE NOT YET COMPLETED YOUR APPLICATION

3.2.7 CLICK ON 'CONTINUE WITH ONLINE APPLICATION'.

3.2.8 FOLLOW THE INSTRUCTIONS, COMPLETE ALL INFORMATION REQUESTED, THEN CLICK 'NEXT' ON EACH PAGE.

3.2.9 AT THE END OF THE APPLICATION, CHECK THE SUMMARY OF YOUR APPLICATION PRESENTED ON SCREEN.

3.2.10 CLICK ON 'PROCESS MY APPLICATION' WHEN YOU REACH IT.

YOUR APPLICATION HAS NOW BEEN SUBMITTED

3.2.11 THE MESSAGE ON YOUR SCREEN WILL DISPLAY THAT YOUR SUBMISSION HAS BEEN SUCCESSFUL.

3.2.12 YOU CAN NOW PAY ONLINE AND/OR UPLOAD YOUR SUPPORTING DOCUMENTS BEFORE YOU LOG OFF OR

3.2.13 YOU CAN UPLOAD YOUR DOCUMENTS AND PAY VIA EASYPAY

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.

HOW TO ADD/ SELECT PROGRAMMES WHILST I AM COMPLETING AN ONLINE APPLICATION

YOU CAN ADD/ SELECT PROGRAMMES IN THE ONLINE APPLICATION BY:

(A) ENTERING THE SIX CHARACTER COURSE CODE IF YOU KNOW/HAVE IT AND CLICK 'ADD'
OR

(B) USE THE 'PROGRAMME SEARCH' TO SEARCH FOR THE PROGRAMMES YOU ARE LOOKING FOR

IF YOU ARE USING THE 'PROGRAMME SEARCH' OPTION:

YOU CAN TYPE PART OF THE PROGRAMME NAME THAT YOU ARE LOOKING FOR, EG. CIVIL FOR CIVIL ENGINEERING AND USE THE 'INSTITUTION' DROP DOWN MENU LISTING TO SELECT ALL INSTITUTIONS OR A SPECIFIC INSTITUTION AND CLICK 'SEARCH'

IF YOU WANT TO SEE ALL THE AVAILABLE PROGRAMMES AT AN INSTITUTION:

SELECT THAT INSTITUTION NAME FROM THE LIST AND CLICK 'SEARCH'
THE 'SEARCH RESULTS' WILL THEN BE PRESENTED IN A TABLE/GRID AT THE BOTTOM OF THE PAGE.

TO SELECT A PROGRAMME FROM THE LIST, CLICK ON THE 'ADD' OPTION NEXT TO THE COURSE CODE.