

5. Upload Documents

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5. Upload Documents

5.1 What do I need to upload my documents?

- 5.1.1 You must have your CAO number and Password available to login and upload your documents.
- 5.1.2 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 to upload to the respective document type
- 5.1.3 Click on the 'Upload my Documents' icon on the bottom left of the homepage
- 5.1.4 Each document must be saved individually to upload to the respective document type that you are submitting



- 5.1.5 Follow the prompts onscreen to upload your documents

5.2 What documents do I require?

The minimum documents required are:

- 5.2.1. Certified copy of your identity document (South African citizens) OR passport (International applicants ONLY)
- 5.2.2. Final Grade 11 Report (if you are in Grade 12) OR
- 5.2.3. Highest school leaving qualification achieved (if you have already completed Grade 12)
- 5.2.4. Accredited qualification/s achieved - post school studies (if you have already completed Grade 12)
- 5.2.5. Copy of Study or Residence Permit (If you are a non-South African applicant)

Further documents required are:

- 5.2.6. June Grade 12 Report (**only if you are in Grade 12**)
- 5.2.7. September/ Trial Grade 12 Report (**only if you are in Grade 12**)
- 5.2.8. Any other documents requested by the institution e.g. academic record

5.3 How do I upload my documents?

- 5.3.1. Click on the 'Upload My Documents' icon on the Home Page.
- 5.3.2. Once logged in, follow the steps provided to upload your documents and enter your related examination results, where required.
- 5.3.3. Review and make sure that you have uploaded the correct documents and entered the correct results, where required.
- 5.3.4. Once you are ready to submit, click the 'Submit My Documents' icon.

Submit
My Documents

P.S.: Ensure that the correct document type is selected when your documents are uploaded. If you upload any documents using the incorrect document type, the document will reflect on our system as 'not received/outstanding' and may result in your application being rejected.

5.4. Important info when entering results for Grade 12 applicants

- 5.3.1. It is compulsory to enter your Life Orientation mark
- 5.3.2. Please enter your Promotional/ Final mark as indicated on your report
- 5.3.3. If your school has not provided you with your Promotional/ Final Mark use your Exam mark
- 5.3.4. **It is your responsibility to ensure that you enter your results correctly as institutions use this information to make their selection decisions**