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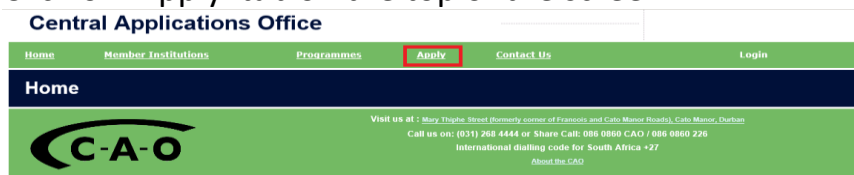
3.1 Applying Online

The PREFERRED way to apply is online on this website

- 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 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**
- 3.1.4 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
 - 3.1.5 You can choose to pay the administration fee via EasyPay
 - 3.1.6 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
 - 3.1.7 You will receive your Acknowledgement Letter within 24 hours after confirmation of payment is received

3.2 How to complete an online application (step by step guide)

- 3.2.1 Click on 'Apply' tab on the top of the screen



- 3.2.2
- 3.2.3 Read the information and click on 'Continue with Application'.
- 3.2.4 Enter your ID number and click on 'Submit'.
- 3.2.5 Scroll to bottom of page, click on 'Continue with Application'.
- 3.2.6 Start to enter ALL the details requested. Once you have entered all the requested information, click on 'Next'.
- 3.2.7 Click on 'Continue with online application'
- 3.2.8 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

- 3.2.9 Click on 'Continue with Online Application'.
- 3.2.10 Follow the instructions, complete ALL information requested & click 'Next'.
- 3.2.11 Insert the school name and click on 'Search'. The school name will appear in a box and you must enter the year from which you attended that school and the year you finished attending that school.
- 3.2.12 Click 'Next'.
- 3.2.13 When you reach 'Process My Application, click on the button.

YOUR APPLICATION HAS NOW BEEN SUBMITTED

3.2.14 The message on your screen will display that your submission has been successful.

3.2.15 You can now upload your supporting documents and pay online **OR**

3.2.16 You can upload your documents and pay via EasyPay

→ [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.

The On time administration fee for South African citizens is R250-00 and International applicants is R300-00 until 31 October 2022. Thereafter the late fee applies

3.3 Applying via the Mobile App

The second PREFERRED way to apply is by using the CAO mobile App

3.3.1 You first have to download the Mobile App. There are two ways to download the "Central Applications Office" app if you have an Android or Apple device.

(a) Via the CAO website:

i. The app is available on the following stores:



ii. Open a browser on your device and go to the Central Applications Office website

www.cao.ac.za

iii. Look for the icon for your device and click on it to take you to the store where you can install it.

(b) Via the Stores:

The app is available on the following stores:



i. Go to your store and search for "Central Applications Office".

ii. Select and install the app by clicking on the following icon



- 3.3.2 On completion of your application using the app, you will receive an email containing your unique CAO number, password and EasyPay number.
- 3.3.3 Immediately after you completed your application using the app you can pay the administration fee OR
- 3.3.4 You may choose not to pay the administration fee via the app, but pay via EasyPay at, for example: Shoprite, Checkers, Pick N Pay, Woolworths, Boxer, etc. When choosing this option you must take along your unique EasyPay number to the store
- 3.3.5 You must not forget to upload your supporting documents on the website as soon as possible after you applied. Institutions need the documents to make a selection decision.
- 3.3.6 Upload your supporting documents online at our website: www.cao.ac.za
- 3.3.7 You will require your unique CAO number and Password you received by email to access this functionality.
- 3.3.8 The same applies if you want to complete a Change of Mind.



UPLOAD MY
DOCUMENTS