

## 2024 DIGITAL WALK-INS GUIDE

# DUT, MUT, UKZN AND UNIZULU HAVE CLOSED ALL 2024 FIRST TERM ENTRY APPLICATIONS

### ONLY PRIVATE INSTITUTIONS ARE OPEN FOR LATE APPLICATIONS

- \* To view All Available Programmes go to [www.cao.ac.za](http://www.cao.ac.za)  
Click on the Icon 'Available Programmes'  
\*T's & C's Apply. See [www.cao.ac.za](http://www.cao.ac.za) for T's and C's

DUT, MUT, UKZN & UNIZULU are not accepting any more 2024 first term entry applications.

**All Applications and Change of Minds MUST be made on [www.cao.ac.za](http://www.cao.ac.za)**

- **Submit an Application**
- **Submit a Change of Mind**
- **Check the Progress of your Application**
- **Upload your Documents**
- **Update your Details**
- **Make a Payment (Online or EasyPay)**

**KZN UNIVERSITIES ARE NOT ALLOWING "WALK-INS" ONTO THEIR CAMPUSES**

- ❖ If you applied but haven't yet paid the administration fee, pay online or via EasyPay today.
- ❖ If you were unsuccessful for a programme choice, complete a Change of Mind online to change your choices.
- ❖ If you haven't yet applied, do so NOW at [www.cao.ac.za](http://www.cao.ac.za)

For more info, go to [www.cao.ac.za](http://www.cao.ac.za) and click on the '2024 Digital Walk-Ins' tab.  
Alternatively, contact our Call Centre on 031 268 4444 during office hours  
(Monday - Friday 8am - 4.30pm).

**This guide provides a simple step-by-step process of ALL the services we offer Online. No face-to-face services are currently offered at our offices.**

**A. If you haven't applied before:-**

- (1) Click on '2024 Digital Walk-Ins' tab on the top navigation bar on the Home Page.
- (2) Click on ['here'](#) next to 'To Apply'
- (3) Enter your ID number and click 'Submit'
- (4) Read the information and click 'continue with application'
- (5) Enter All the information requested.
- (6) Once you have entered all the information requested, click 'Next'
- (7) Click 'Continue with online application'

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**

- (8) Click 'Continue with Online Application'
- (9) Follow the instructions on screen to complete ALL information requested
- (10) Click 'Next'
- (11) Enter the requested information until you complete the application
- (12) Check the information provided in the Summary of your application
- (13) Click the 'Process My Application' button at the end of the page

**YOUR APPLICATION HAS NOW BEEN SUBMITTED**

*A message will be displayed on screen informing you that your submission has been successful*

- (14) You can now upload your supporting documents and pay online **OR** pay at an EasyPay Outlet

**Late administration fee payable for South African citizens R470-00 & International applicants R580-00**

**Once your Administration fee has been received, your application will be made available to the institutions to which you have applied**

**B. If you applied and paid and want to change your programme choices:-**

- (1) Click on the 'Change of Mind' icon on the homepage or select the available option from the '2024 Digital Walk-Ins' tab on the top navigation bar of our homepage



- (2) Login following the onscreen prompts
- (3) Select 'Change of Mind' from the left navigation bar
  - ✓ [View your current programme choices on screen](#)
- (4) Select the new programme choices as you would now like them to appear
  - ✓ Take special note of the guidelines to assist you enter programme information correctly before submitting your COM
  - ✓ Make sure that you enter all your programme choices in the ranking order that you wish before committing your changes to avoid unnecessary costs
- (5) **If you have and know your programme code:**  
Enter the six-character code as per the example on screen. Click 'Add' and repeat until you have added a maximum of 6 programme choices

- (6) **If you know your programme name only:**
- Enter the 'Programme Name' in the field provided on screen
  - Check which institutions offer the programme you wish to study
  - Select the institution you prefer or leave the default 'All Institutions'
  - Click 'Search'
  - Click the 'Add' button next to the programme you want to add
  - Repeat steps (6) a. to e. above until you have added all your programme choices up to a maximum of 6 programme choices
- (7) **If you don't know the programme code or name and want to see the programmes that are available:**
- Go to 'Programme Search' and follow the prompts to add your new programme choices
  - Check that the programme choices you have added are correct
  - Click 'Next'
  - Click on 'Process my Change of Mind'

**YOUR CHANGE OF MIND HAS NOW BEEN SUBMITTED**

- (8) Make an immediate payment online or at your nearest EasyPay outlet  
 ✓ Your EasyPay Number is provided on screen
- (9) Click 'Logout' once completed

**Once your COM Administration fee of R140.00 has been received, your new programme choices will be made available to the institutions to which you have applied.**

*Click on the "2024 Digital Walk-Ins" tab on the top navigation bar at our website [www.cao.ac.za](http://www.cao.ac.za) to view our video tutorial for how to submit your change of mind*

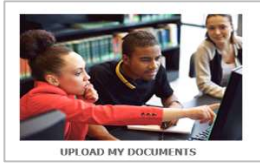
**C. If you want to make a Payment:-**

- (1) Online
- Option1
    - Click on the 'Payments' on the top menu bar
    - Enter your CAO number and Click 'Make Payment'
    - Select payment option: 'MyGate' to pay by credit card or 'EasyPay' to pay by debit / credit card
  - Option 2
    - Click on the 'Check My Application' icon on the Homepage
    - Enter your CAO or ID number and click 'Submit'
    - Click on Make a payment to pay by credit card or Click 'Here' to pay by debit /credit card using the Easypay website
    - Follow the prompts on screen
- (2) Via an Easy Pay outlet for your Application OR Change of Mind  
 Pay at any EasyPay outlet, e.g. Shoprite, Checkers, Pick n Pay, Boxer, Woolworths, etc. using your unique EasyPay Number on your application as the reference when making any payment to the CAO

**D. If you want to Upload your Documents:-**

- (1) To login and upload your documents, you must have the following:
- ✓ CAO/ID Number or Passport Number **AND**
  - ✓ Cell phone (with cell number entered on your application) **OR**
  - ✓ Access to your e-mail (which was entered on your application)
- (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

- (3) Click on the 'Upload my Documents' icon on the homepage or select the available option from the '2024 Digital Walk-Ins' tab on the top navigation bar



- (4) Follow the prompts on screen to log into your profile
- (5) Select the document type you wish to upload
- (6) Enter any information requested e.g., exam year, exam authority etc.
- (7) Click 'Choose file' and
- (8) Select the document that you saved
- (9) Click 'Next'  
If you have uploaded an exam result document, you will be prompted to enter your results
- (10) Once you have entered your results click 'Next'
- (11) 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
- (12) Click 'Submit my documents'  
A message will be displayed on screen to inform you that your documents have been uploaded successfully

Click on the "2024 Digital Walk-ins" tab on the top navigation bar at our website [www.cao.ac.za](http://www.cao.ac.za) to view our video tutorial for how to upload documents

### E. If you want to search for Programmes:-

- Whilst completing an online application
  - (a) Enter the six character course code if you know/have it and click 'Add' **OR**
  - (b) Search for the programmes you are looking for using the 'Programme Search'
- Using the 'Programme Search' option:
  - (a) Type part of the programme name that you are looking for, eg. Civil for Civil Engineering
  - (b) Select the institution or use the default of all institutions and click 'Search'
- See all available programmes at an institution:
  - (a) Select the 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\**
  - (b) To select a programme from the list, click on the 'Add' option next to the course code.

### F. If you want to Check the Progress of your Application:-

- (1) Click on the 'Check My Application' icon on the homepage. Enter your CAO Number or ID number or Passport Number and follow the prompts on screen.



- (2) **OR** Call our Call Centre during office hours on 031 268 4444 (Monday- Friday 08h00-16h30)
- (3) **OR** Dial 031 268 4444 to use our Self-Help facility (available after office hours)

### G. About 2024 Registration Information

- (1) If you receive an offer, institutions will contact you directly regarding registration.

**We wish you success with your application!**