

APPLICATIONS FOR 2027 ENTRY



HELPING YOU PLOT YOUR FUTURE

VISIT OUR WEBSITE AT WWW.CAO.AC.ZA OR SCAN THE QR CODE

The 2027 Entry Handbook is available on our website now and at your school from 1st April



WHAT YOU'LL FIND ON OUR WEBSITE

*Available Programmes to study; *Helping you decide what to study; *How to Apply; *Complete and submit your application; *Checking progress of your application; *Uploading your documents; *Completing and submitting a 'Change of Mind'; *Update your details; *Programme Changes; *Update Personal details'; *Important notice

TO COMPLETE YOUR ONLINE APPLICATION

1. **Go to:** www.cao.ac.za or Scan the above QR Code > Click '**Apply**' tab
2. Enter your ID / Passport number > Click '**Submit**'
3. **Complete Details:** Fill in all required information and Click '**Next**'
4. **Submit:** Once complete, Click '**Process My Application**' to submit
5. **Payment:** Pay your full administration fee online or at an EasyPay outlet (e.g., Shoprite, Pick n Pay)
6. **Documents:** Upload required documents once your application is submitted

HOW TO SUBMIT A CHANGE OF MIND ONLINE

1. Click '**Change of Mind**' icon on the homepage and log in with your details
2. Select your new programme choices (remember to rank them in the order you prefer)
3. Make payment Online or at any EasyPay outlet
4. Your new programme choices will be updated and shared with your selected institutions

NOTE: Re-enter all choices that MUST remain on your application as well as your New Choices before you Submit your COM application

WAYS OF MAKING PAYMENT

1. **Go to:** www.cao.ac.za > Click **'Payments'** tab on the top Navigation Bar
2. Enter your CAO number and Click **'Make Payment'**
 - **Online Payment:** Use Visa/Mastercard or EasyPay (Debit/Credit card)
 - **EasyPay:** Pay at any EasyPay outlet (Shoprite, Checkers, Pick n Pay, etc.) using your unique EasyPay number on your application as reference when making payment

NOTE: Once payment is confirmed, your application will be processed.

UPLOAD DOCUMENTS

1. Click **'Upload My Documents'** icon on the homepage
2. **Login** to Upload any Document Requirements
3. Follow the onscreen instructions to upload and submit your documents

CHECK THE PROGRESS OF YOUR APPLICATION

1. Click **'Check My Application'** on the homepage
2. Enter your CAO number or ID / Passport number to track progress
3. Alternatively, call the **Call Centre: 031 268 4444**

UPDATE YOUR PERSONAL DETAILS ONLINE

1. **Go to:** www.cao.ac.za
2. Click **'Update My Details'** on the homepage
3. Select **'Click here to continue and update your application'**
4. Log in using your CAO number or ID /Passport number and Password
5. Once logged in, choose the information you want to update from the menu
6. After making your changes, click **'Process My Updates'**

A confirmation message will show once your updates are successfully processed

NOTE: Once you submit your updated information it is immediately made available to institutions.

CAO CONTACT INFORMATION

Call Centre: 031 268 4444

Operating Hours: Monday–Thursday from 08:00am–04:30pm / Friday from 08:00am–02:00pm

Website: www.cao.ac.za

Facebook: [/centralapplicationsoffice](https://www.facebook.com/centralapplicationsoffice)

TikTok: [@cao_031_](https://www.tiktok.com/@cao_031_)