CENTRAL APPLICATION SERVICE GUIDE

The Central Application Service (**CAS**) is a pilot project implemented by the Department of Higher Education and Training (**DHET**) to provide the following services for aspiring learners who wish to undertake undergraduate studies at any Post-School Education and Training (**PSET**) institution in South Africa:

a) Career Information Service: CAS provides access to information on the full range of educational opportunities and training available and related careers. Applicants may use the information to make informed study choices.

b) Career Guidance and Counselling Referral Service: CAS refers applicants for career counselling where required during the application cycle. Applicants requiring career counselling will be identified automatically by the system and referred to the nearest career counselling service. Applicants are notified of the referral by an SMS and an e-mail. It will be the responsibility of the applicant to attend the career counselling.

c) Centralised Application Service: CAS offers all potential entrants into the PSET sector a single point of application for all their chosen post-school education and training opportunities, including accommodation and financial assistance applications.

d) Application Clearing Service: This is a service for applicants seeking access to PSET programmes after the publication of the grade 12 results. It focuses on applicants who may have performed better or worse than expected and those unsuccessful in all their study programme choices, thereby enabling them to be considered for other programmes where spaces are available. The applicants' verified examination results, study field preferences, and contact information are made available to PSET institutions with spaces. The applicants who meet the minimum requirements may be offered a space to accept or reject within three days. Applicants are notified via SMS and e-mail of the offer and must respond by logging in on the CAS/CACH website and following the on-screen prompts.

We shall now discuss the career information service and then explain the online centralised application service, both of which are available online on the CAS system.

A   Career Information Service

a.   Where To Get Information on What to Study?

(1)   Visit our website www.cas.ac.za

(2)   Click on the **Qualifications** tab on the top navigation bar and either select **Qualification List** to view qualifications offered at the selected institution.

OR

(3)   Select the **Don't Know What to Study?** option from the sidebar menu found on the left to access information on career counselling providers that you may contact for career guidance and career counselling. Select the career counselling provider by Clicking on the links provided for more information on How to Get Help with Career Guidance.

b.   How To Find Out More About the Participating Institutions?

(1)   Visit our website www.cas.ac.za

Participating Institutions (Pilot Year 3)

While the Central Application Service (CAS) will eventually process applications for admissions to all universities, universities of technology and TVET colleges throughout South Africa the following institutions are participating in this third stage of the pilot for entry into the 2025 academic year. Click on any of the links below to access their websites and find out more about them.

Participating Universities

Read more >

**Participating TVET Colleges**

Read more >

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(1)   Click on the **Institutions** tab on the top navigation bar

(2)   Click on **Read More** under the relevant institution, this will open the Institution's website in a new tab

(3)   To return to the CAS website, click on the 'X' to close the institution website and you will return to the page as shown in the image above

c.   How To View the Qualifications That Are Available at Universities and TVET Colleges?

(1)   Visit our website www.cas.ac.za

(2)   Click on the **Qualifications** tab on the top navigation bar
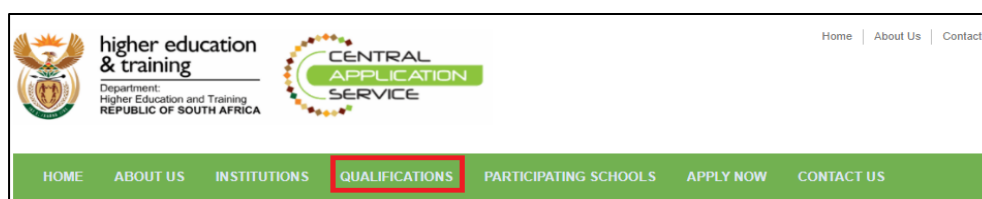
(3)   Click on **Qualification List** on the left navigation bar and enter your search criteria e.g. Institution, Campus, Qualification Name, Career Direction etc.

(4)   Your Search Criteria will be displayed in a grid format at the bottom of the page.

(5)   Click on **Select** to View the Qualification Details

	Faculty	ICQ	Institution	Qualification ▲	Year	Term	Closing Date	Fulltime/Parttime
Select	Faculty of Humanities	RU-6-BA	Rhodes University	Bachelor of Arts	2025	1	2024-09-30	Full-Time
Select	Faculty of Commerce	RU-6-BBS	Rhodes University	Bachelor of Business Science	2025	1	2024-09-30	Full-Time

(6)   A New Pop-Up Window will open, displaying the Minimum Entry Requirements for the qualification selected as per the example below:

Qualification Details	×
Institution	Sol Plaatje University
Campus	Central Campus
Qualification	SPU-2-BAG701
Entry Year	2025
Entry Term	1
Duration	3 yrs
Exam Type	
Notes	
Status	Open
Prerequisites	1. NSC Deg AND 30 WITH Engl HL 4 OR Engl FAL 5 AND Maths 2 OR Maths Lit 3

B   Centralised Application Service

Learners at participating schools may apply for up to 10 University and/or TVET college qualifications using the CAS website. Each institution sets its maximum number of qualifications that can be applied for at the institution.

PARTICIPATING SCHOOLS' LEARNER

1. **Apply to any of the listed Universities and/or TVET Colleges[1] using the CAS website** www.cas.ac.za
2. **Apply <u>directly</u> to a University or TVET College <u>not</u> listed on the CAS Website**

<u>Applicants with or are in Grade 12:</u> Apply for a DEGREE, DIPLOMA or HIGHER CERTIFICATE qualification **at the Universities listed** on the CAS website. Apply for NATED N4 (Report 191)[2] CERTIFICATE qualifications or should your results be not good enough, consider applying using your Grades 9, 10, and 11 results for a NC(V) qualification to any TVET College listed on the CAS website. Information about these qualifications is provided on the CAS website.

<u>Options for Grades 9, Grade 10, Grade 11:</u> You can apply to any **TVET Colleges listed** on the CAS website www.cas.ac.za for NATED (Report 191) DIPLOMA or CERTIFICATE qualifications or a National Vocational Certificate (NCV) qualification.

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[1] View the listed Universities and TVET Colleges on the CAS website www.cas.ac.za
[2] National Accredited Technical Education Diploma

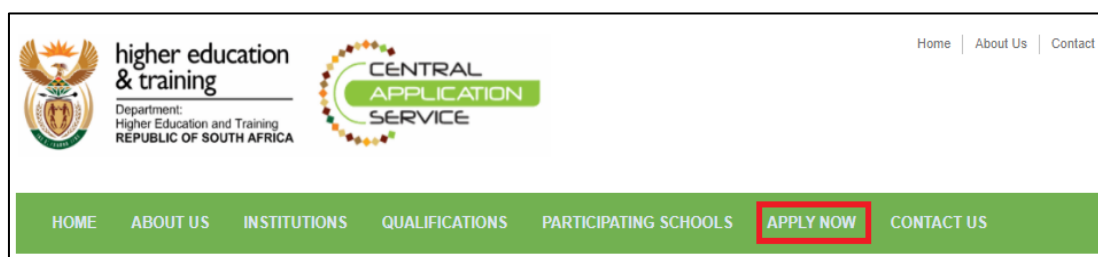| If You Have Successfully Completed:	The Level You Qualify For:
	NC(V) Qualifications
Grade 9	NC(V) Level 2
Grade 10	NC(V) Level 2
Grade 11	NC(V) Level 2

a. **When to Apply?**

APPLY FROM 1st APRIL EACH YEAR, FOR ENTRY THE FOLLOWING YEAR!

b. **How To Apply Online?**

IMPORTANT!

Before Applying, have your ID or Passport number and your School's EMIS Number available. (Request the EMIS number from your Life Orientation Teacher).

(1) Go to **www.cas.ac.za**

(2) Click on the **Apply Now** tab on the top navigation bar

(3) The following window will open

(4) Read the **Terms and Conditions** and the **Applicant Declaration and Informed Consent before proceeding**

> **IMPORTANT! IF YOU ARE UNDER 18:**
>
> (i) You must **DOWNLOAD** The Applicant Declaration and Informed Consent and have it **COMPLETED** AND **SIGNED** by your parent or guardian.
>
> (ii) The signed document must be **UPLOADED** on the CAS website by clicking on the "Upload Documents" icon.
>
> *After you have downloaded the Form, you may continue and complete your application but, your application will only be made available to the institution/s to which you have applied once the signed Form and application fee has been received.*

(5)   Enter your School Code (EMIS Number obtained from your LO teacher) then Click on **Submit**

(6)   Select and enter either your ID Number or Passport Number then Click on **Submit**

Note: *If you are a South African Citizen you will have to enter your ID Number. To match your final NSC results, this number must be identical to the number you used to register for the grade 12 exams.*

Enter your Personal Details, Address for Postal Deliveries, and your Cell phone number. You may also enter a landline number if you have one.

When entering your cell phone number, first select the country, enter +27 in the country code field if the country is South Africa and enter your cell number in the next field without the zero as shown in the example below:

Cellphone Number	SOUTH AFRICA ⌄	+27	831234567

Note

All communication from CAS will be sent to the email address and cell phone number that you enter on your application. The address for postal deliveries may only be used by institutions if they choose to send communication by post.

(7)   If you do not have an email address, Click on the **Create a Google Account** link and follow the prompts on the screen to create a Gmail account

Email Address ✱	Enter your Email Address
	(Used for communications and resetting forgotten passwords) Create a Google Account
Re-Enter Email Address ✱	Re-Enter your Email Address

(8)   Once you have read and understood, accept by ticking the boxes provided. To proceed click on **Next**

☑ I confirm that I have read, understand and accept the Terms and Conditions.

☑ I confirm that I have read, understand and accept the Applicant Declaration and Informed Consent.

(9)   Your CAS Number, Password and EasyPay Number will now appear on the screen.

Keep this information safe as you require it whenever you log into your CAS profile. The information is confidential and will also be sent to the email address you provided.

PLEASE NOTE: AT THIS POINT YOU HAVE NOT YET COMPLETED YOUR APPLICATION

(10) Copy your Password and Click on **Login** to continue with your application

(11) Paste your Password in the Password field and click on **Login**

(12) The personal details and contact information you entered will be displayed on the screen, you may check and edit if required. Click **Next** to proceed

(13) Enter the information requested in the sections that follow and Click **Next** at the bottom of each page to continue with your application. Sections include about Yourself, Biographical, Next of Kin/ Alternative Contact, Parent/ Guardian, School, Qualifications, Documents, Exam Details etc.

(14) **How to Select / Search for Qualifications during the Online Application?**

Select Qualifications on the Online Application by:

(a) Selecting the Institution, Campus and Qualification from the Dropdown Menu and clicking **Add** to add the selected qualification

You may also Search for Qualifications on the Online Application:

(a) To search for a specific qualification at all Institutions, enter the first letters of the Qualification Name that you are interested in and click "Search" OR

(b) To search for a specific qualification at one Institution, enter the first letters of the Qualification Name, select the **Institution** from the drop-down menu and click **Search OR**

(c) To view all Qualifications available at one Institution, select the **Institution** from the drop-down menu and click **Search**


The Search Results will then be presented in a table/grid format. To Add a Qualification from the list, Click on **Add**

(15) **Uploading documents during your online application**

(a) Select the document type that you want to Upload from the Drop-Down List provided

(b) A pop-up window will appear. Select **Choose file** and select the document that you wish to upload, then select **Open**

(c) Thereafter click **Save**. The document you upload will appear in the grid **Existing Documents**

(d) If the document type you select is for an Exam Result you will be prompted to enter your results e.g., if you selected the document type June Grade 12 you will need to enter the Exam year, Subjects and Percentages and/ or Levels you achieved for this exam

(e) Once you have entered all the information required, Click on **Choose File** and Select the document that you have saved for upload, then Click **Save**

Note: *Your document/s must be saved on your computer OR a memory stick/flash drive AND each document must be saved individually and uploaded to the respective document type. The following file formats are acceptable for uploaded documents i.e. pdf, png & jpeg/jpg and the file size must be less than 20MB*

(16) Your Final Screen will present you with a Summary of all the information that you have entered on your application.

(17) Should there be any Errors or Omissions, Click on **Edit** to go back and correct or update the information.

(18) When you are satisfied with all the information provided, Click on **Process My Application** at the bottom of the screen.
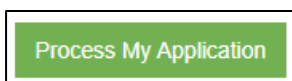
(19) A Pop-Up Box appears advising you that Once you Click on **Submit**, you cannot make any further changes to your application except for Uploading Documents and Updating Contact Information e.g. Your Cell phone Number or Email Address etc.

(20) Once you Click on **Submit** another Pop-Up Box appears confirming that your application has been **'Successfully Submitted'.** You are now presented with the option to **Print Application** if required.
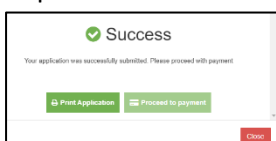
YOUR APPLICATION HAS NOW BEEN SUBMITTED!

(21) At this point you can now **Logout** of your profile at the top right of the page

IMPORTANT: Your application will only be made available to the institutions to which you have applied once your full application fee and your signed declaration, if under 18, has been received

Should you Require Additional Information, you can contact our Call Centre during office hours on 0860 690 812 (Monday- Friday 08h00-16h30)

c. How To Pay Your Application Fee?

Pay your application fee at any EasyPay outlet, e.g. Shoprite, Checkers, Pick 'n Pay, Boxer, Woolworths, etc. using your unique EasyPay Number as a reference when making payment

The application fee is **R100.00** (*this is a once-off payment and is non-refundable*)

Note: Your Unique EasyPay Number was emailed to you when you created your CAS profile

Should you Require Additional Information, you can contact our Call Centre during office hours on 0860 690 812 (Monday- Friday 08h00-16h30)

d. How To Upload Your Documents?

(1) To log in and Upload outstanding documents, you must enter: your CAS Number or ID Number or Passport Number, click submit and then enter your unique password.

Note: Your document/s must be saved on your computer OR a memory stick/flash drive AND each document must be saved individually and uploaded to the respective document type.

The following file formats are acceptable for uploaded documents i.e. pdf, png & jpeg/jpg and the file size must be less than 20MB

(2) Go to www.cas.ac.za and Click on the **Upload Documents** icon at the bottom of the Homepage
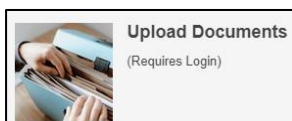
(3) Select the document type that you want to Upload from the Drop-Down List provided

(4) A pop-up window will appear. Select **Choose file** and select the document that you wish to upload, then select **Open**

(5) Thereafter click **Save**. The document you upload will appear in the **Existing Documents** grid

(6) A message will be displayed on the screen to indicate **File Uploaded**

(7) If the document type you select is for an Exam Result you will be prompted to enter your results e.g., if you selected the document type June Grade 12 you will need to enter the Exam year, Subjects and Percentages and/ or Levels you achieved for this exam

(8) Once you have entered all the required fields, Click on **Choose File** and Select the document that you have saved for upload, then Click **Save**

(9) All Uploaded Documents appear in a table format, where you can View and Edit if required

(10) Click **Logout** on the top navigation bar or click **Back** to review your CAS application

Should you Require Additional Information, you can contact our Call Centre during office hours on 0860 690 812 (Monday- Friday 08h00-16h30)

e. How To Check the Progress of Your Application?

(1) Go to www.cas.ac.za and Click on the **Check My Application** icon at the bottom of the Homepage

Check My Application
(Requires Login)
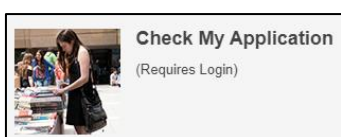
(2) Follow the prompts on the screen to log into your profile

(3) Select **Check the Progress of My Application**

(4) You may view the CAS application information onscreen and you have the option to print at the top left of the screen

(5) Updated qualification statuses will be reflected in the **Qualification Choices** section

Should you Require Additional Information, you can contact our Call Centre during office hours (Monday- Friday 08h00-16h30) on 0860 690 812

f. How To Submit a Change of Mind (COM)?

> ***IMPORTANT***
> *Before completing your COM, **CHECK** for offers from an institution.*
> ➤ *Should you exclude any choices with a Conditional / Firm Offer, from your new list of choices, you will forfeit such offers.*
> ➤ *If your new list of choices include those with offers, those offers will be retained.*

(1) Go to www.cas.ac.za and Click on the **Change of Mind** icon at the bottom of the Homepage

Change of Mind
(Requires Login)
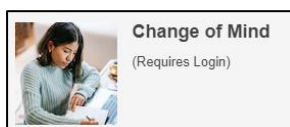
(2) Follow the prompts on the screen to log into your profile

(3) You will be presented with two tables:

The First Table includes your Current Qualifications Applied for

Choice	Institution	Campus	Qualification	Description	Year	Term	Level	Accommodation Required?	Status
1	Rhodes University	Makhanda/Grahamstown	RU-6-BJRN	Bachelor of Journalism	2025	1 Jan-Feb ⌄	1st yr ⌄	No ⌄	Waiting for a Decision

The Second Table includes the New Qualifications that you Now Wish To Apply For

	Choice	Institution	Campus	Qualification	Description	Year	Term	Level	Accommodation Required?	Status
🗑 ⬆ ⬇	1	Rhodes University	Makhanda/Grahamstown	RU-6-BJRN	Bachelor of Journalism	2025	1 Jan-Feb ⌄	1st yr ⌄	No ⌄	Waiting for a Decision
🗑 ⬆ ⬇	2	Ehlanzeni TVET College	KANYAMAZANE CAMPUS	601-0661-50408078MM	MECHANICAL EGINEERING N4	2025	1 Jan-Feb ⌄	1st yr ⌄	No ⌄	Waiting for a Decision
🗑 ⬆ ⬇	3	Sefako Makgatho Health Sciences University	Main Campus at Ga-Rankuwa, Pretoria	180-MN-BDT02	BACHELOR OF DENTAL THERAPY	2025	1 Jan-Feb ⌄	1st yr ⌄	No ⌄	Waiting for a Decision
🗑 ⬆ ⬇	4	Tshwane University of Technology	Arcadia Campus	H16-AC-BPCL20	BHSc (Clinical Technology)	2025	1 Jan-Feb ⌄	1st yr ⌄	No ⌄	Waiting for a Decision
🗑 ⬆ ⬇	5	Rhodes University	Makhanda/Grahamstown	RU-6-BFA	Bachelor of Fine Art	2025	1 Jan-Feb ⌄	1st yr ⌄	No ⌄	Waiting for a Decision

(4) Enter your Qualification Choices as you now wish them to appear including the Qualification Choices you wish to keep from your Existing Qualification Choices

(5) If you do not indicate the Qualification Choices that must remain on your application; those Qualification Choices will be **WITHDRAWN** once your COM is submitted

(6) Review and make sure that you have entered the correct choices and in the correct rank order

(7) Once the Second Table reflects all the Qualification Choices *(those you have kept as well as your new ones),* on your Online Application, click **Save**

(8) A Pop-Up Screen will appear, asking you to confirm if you are sure of your changes, Click **Yes** to proceed

(9) When you click **Yes,** another Pop-up Box will appear on the screen confirming that your COM has been Submitted Successfully

> ***IMPORTANT**
>
> **COMS are FREE in this Pilot Phase**
>
> **Your most recent changes to your qualifications will be made available to Institutions to which you have applied for selection, immediately after you have successfully submitted your COM.**

Should you Require Additional Information, you can contact our Call Centre during office hours on 0860 690 812 (Monday- Friday 08h00-16h30)

For the full list of participating schools, visit our website
www.cas.ac.za

GENERAL CONTACT DETAILS

CAS Website   : **www.cas.ac.za**

CAS Call Centre   : **0860 690 812**

CAS WhatsApp Line   : **081 308 4196**

DHET

Career Guidance   : **www.careerhelp.org.za**

Email Address   : **careerhelp@dhet.gov.za**

Contact No   : **086 999 0123**

NSFAS Website   : **www.nsfas.org.za**

Contact No   : **086 024 7653**

FUNDI Website   : **www.fundi.co.za**

Contact No   : **086 055 5544**