



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE

EDUCATION OF DISTINCTION

Application Steps

..... Returning Students

ENSURE THAT YOU GO THROUGH THE STUDENT ADMISSION POLICY BEFORE APPLYING

<https://www.swgc.co.za/wp-content/uploads-2024-02-student-admission-policy-2021-2023-11-29-pdf/>

1

ONLINE APPLICATION AND REGISTRATION PROCESS

(Before the application can be successfully submitted to the college, the process must be completed 100%)

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BEFORE STARTING THE PROCESS, YOU MUST HAVE THE FOLLOWING:

1. Contact details that will be used for correspondence during the application process:
 - A valid email address – if you do not have an email address, you will be required to create one.
 - A working mobile number

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2. During the application process, you will be requested to upload copies of the following documents:

- A certified copy of your ID
- Copy of the latest results
- Proof of residence

PLEASE NOTE: Before commencing the application process, please scan and save (pdf) all of the required documents onto a memory stick or your device .



3

REGISTRATION PROCESS

Login using your student number and pin (student portal)

- Click on "Registration"

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- Click on "I accept rules and regulations" before you can continue
- Click "submit registration"
- Subjects selection (click on save)
- Choice of study (full-time or part-time) remember to save/accept
- Summary of cost and subject selection "save/accept"

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- Print a proof of registration (PDF), sign and upload it on the portal.

PLEASE NOTE: Returning students can only proceed to the registration step after the results for the previous block have been released and available on the system.

2

APPLICATION PROCESS

- Click on the SWGC 'Student Portal' (use your student number and pin to log in)

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- Click application (Top Left),
- Click on "View/upload documents" to upload documents and save
- Click on Submit application
- Find programme or qualification
- Choose the faculty you are applying for
- Choose where (campus) and how you would like to

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- study your qualification (full-time or part-time)
- Academic Preference depends on the number of programmes applied for.
- Save and continue
- Click on "Accept application"



☎ 086 176 8849