

APPLICATION FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

COURSE SEARCH

Q1) The course I would like to apply for is missing an "Apply for Course" button.

A1) This course is likely closed for application. Please check the Application Procedure section.

APPLICATION

Q2) Do I have to provide passport details when applying for a course?

A2) Passport details are not necessary for application. It will be required when the offer is made to attend a course. It would be good if passport details are submitted in advance to avoid any delays in accepting our offer.

**Q3) I can't get past the first page of the application.
A popup keeps appearing telling me I am not eligible for this course.**

A3) You may wish to check if the country/ organisation you are representing is eligible for the course under the course's Eligible Countries/Organisations section of course.

Q4) Do I need to accept the invitation to attend the course?

A4) Yes. Accepting the invitation confirms your attendance for the course and is on a **first come first served** basis. Note that after accepting the invitation, we will be in touch with you if we need clarification on the passport and eTicket submitted for a course. Your place is only confirmed after all submitted documents are verified. Due to limited places, we seek your understanding that we may not be able to accommodate late confirmations or confirmations submitted with invalid passport or eTicket.

Q5) My application was rejected

A5) You may wish to contact SCP at mfa_scp@mfa.gov.sg if you wish to appeal for your application. It will be helpful if you can quote the **application ID, full name, and course name**.

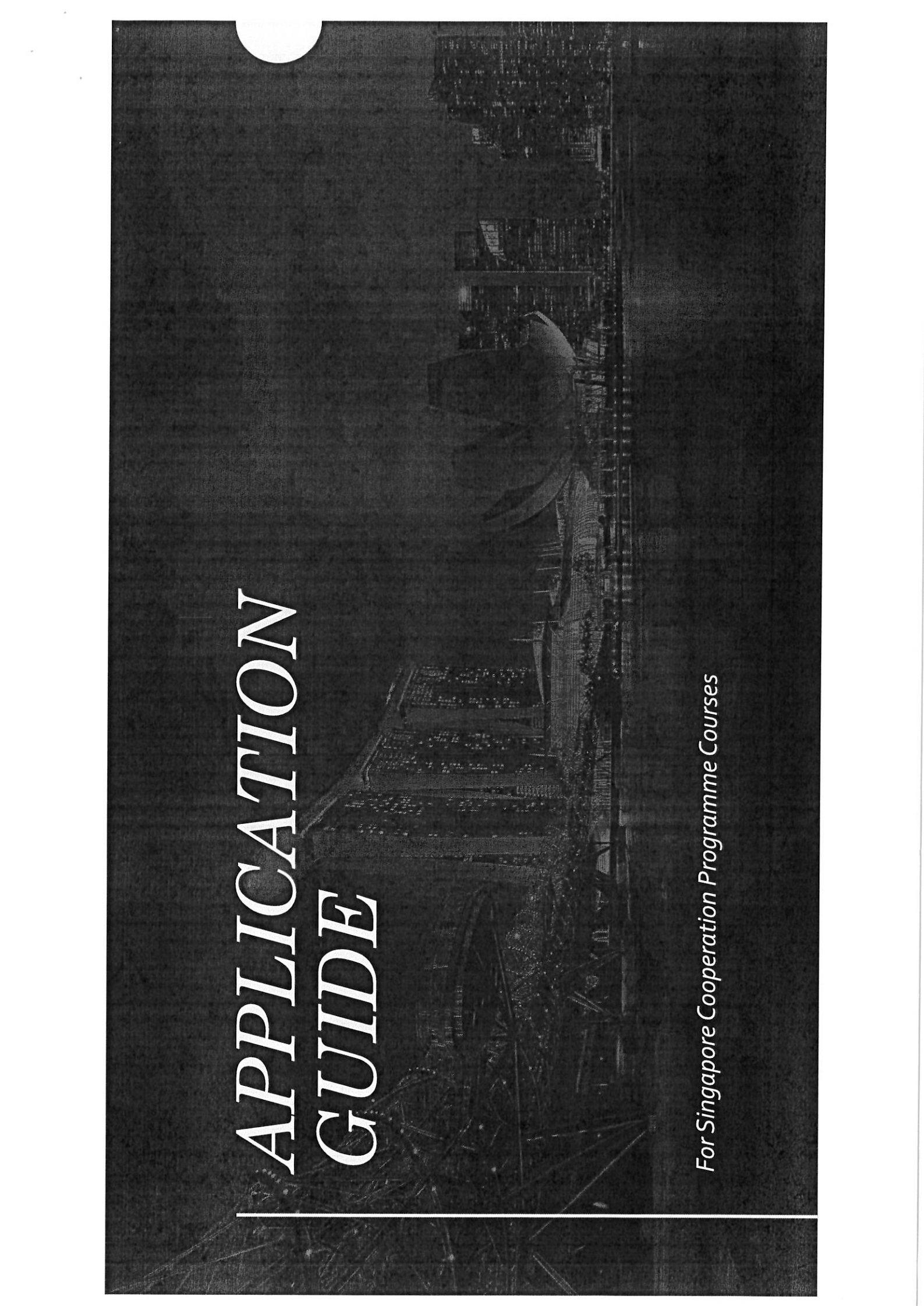
Q6) My invitation acceptance was rejected, expired, or closed what can I do?

A6) You will be able to resubmit the necessary documents online. It would be helpful if you can check that you have a valid passport and eTicket before resubmission. Alternatively, you can get in touch with us through mfa_scp@mfa.gov.sg

Q7) I encountered a system error or technical issue when applying online. What should I do?

A7) Please submit a screenshot of your error to us at start-support@wizvision.com with the subject title prefixed with [START Technical Issue]. Our appointed service provider will get in touch with you as early as we can. It will be helpful if you can quote the **application ID, full name, and course name** together with an explanation of what were the actions that led to the error / technical issue.

SOP



APPLICATION GUIDE

For Singapore Cooperation Programme Courses

Application Process

1

First browse or search for a course.

2

Check eligibility and application details of the course details.

3

Fill application, saving as draft as necessary

4

Submit application for approval



ABOUT US

Catalogue

administration

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q

Education(1 Courses Found)

Public Administration OW1

Public Administration

Start Date: 07 May 2018 End Date: 11 May 2018

Closing Date for Nomination: 26 Mar 2018

Leadership & Governance(1 Courses Found)

Public Administration

Rules and policies of civil service administration

Start Date: 19 Mar 2018 End Date: 23 Mar 2018

Closing Date for Nomination: 12 Feb 2018

Smart Nation(1 Courses Found)

Courts Administration OW1

Administration of the Courts

Start Date: 15 May 2018 End Date: 18 May 2018

Closing Date for Nomination: 16 Apr 2018

Initiative For ASEAN Integration (IAI)(1 Courses Found)

public administration

Regional and public admin

Start Date: 13 Jun 2018 End Date: 15 Jun 2018

Closing Date for Nomination: 01 May 2018

Categories

Resilient Societies

Education

Connectivity

Sustainable Development

Leadership & Governance

Smart Nation

Asia Middle East Dialogue (AMED)

Initiative For ASEAN Integration (IAI)

International Monetary Fund (IMF)

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Last updated on 31 May 2017

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Like this site

Course Search

- The course search bar is visible throughout the website.
- Fill in a search keyword and hit enter to perform a search
- Select a course in the search results, to view it's details.

Categories

Resilient Societies

Education

Connectivity

Sustainable Development

Leadership & Governance

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International Monetary Fund (IMF)

Connectivity

Our globalised world depends on a secure and efficient network of air and sea hubs. This cluster of courses covers two key pillars of Singapore's economy, namely, our aviation and sea time sectors.

Workforce for Future Economy

We are living through a fundamental transformation in the way we work. Automation and 'thinking machines' are replacing

Start Date: 14 Apr 2018 End Date: 20 Apr 2018

Closing Date for Nomination: 29 Mar 2018

Trade In Services

Trade In Services

Start Date: 25 Jun 2018 End Date: 29 Jun 2018

Closing Date for Nomination: 30 Mar 2018

Transformational Leadership for the 2030 Agenda

self

Start Date: 14 Mar 2018 End Date: 18 May 2018

Closing Date for Nomination: 02 Apr 2018

Fish Farming course-Elmore

Learn how to raise fish in sustainable manner

Start Date: 02 Aug 2018 End Date: 08 Aug 2018

Closing Date for Nomination: 30 May 2018

Abilities 101

Having the abilities to connect and create new relationships

Start Date: 14 Feb 2019 End Date: 14 Feb 2019

Closing Date for Nomination: 25 Dec 2018

See More



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Browse Catalogue

- Click on the Catalogue button on the left of the search bar to view a list of all categories.
- From here, clicking on any of the categories will display a list of all courses under that category.
- Select a course in the listing, to view it's details.

- In the course details page, make sure to check it's eligibility criteria and application details.
- Note that, the country or organisation you are representing **must match** the course eligibility requirements.

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5. Supervisor email address

- Please ensure that you have the following documents/information on hand:
 1. Softcopy of **passport photo** (in jpeg, jpg, png, gif, bmp)
 2. Softcopy of **passport biodata page**
 3. **Curriculum vitae** (or employment and educational records)
 4. Contact details of your **emergency contact person**
 5. **Supervisor email address**

Save as Draft

- The minimum information that must be filled in to save your changes as a draft are all mandatory fields in the **Applicant Particulars** tab, and your **Personal Email** in the Contact Details tab.
- The application form does **not** auto save, the information is only saved upon saving as draft.
- Upon saving as draft a **link will be sent** to your personal email. To allow you to return to your draft.

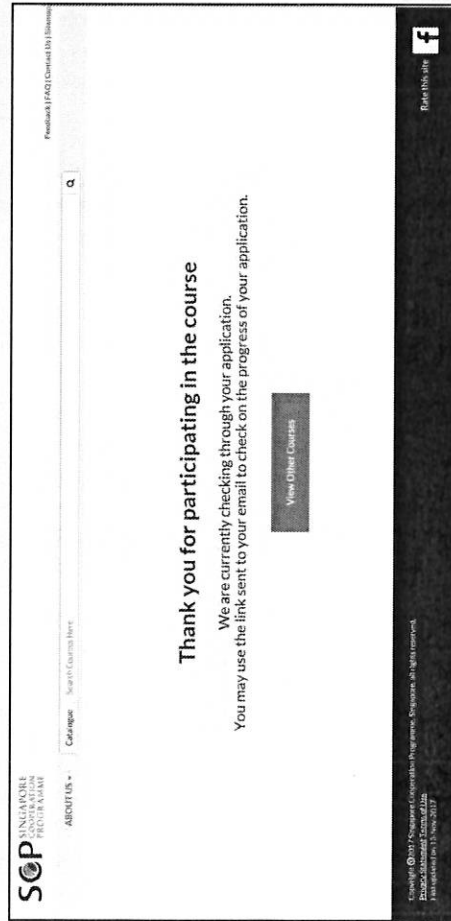
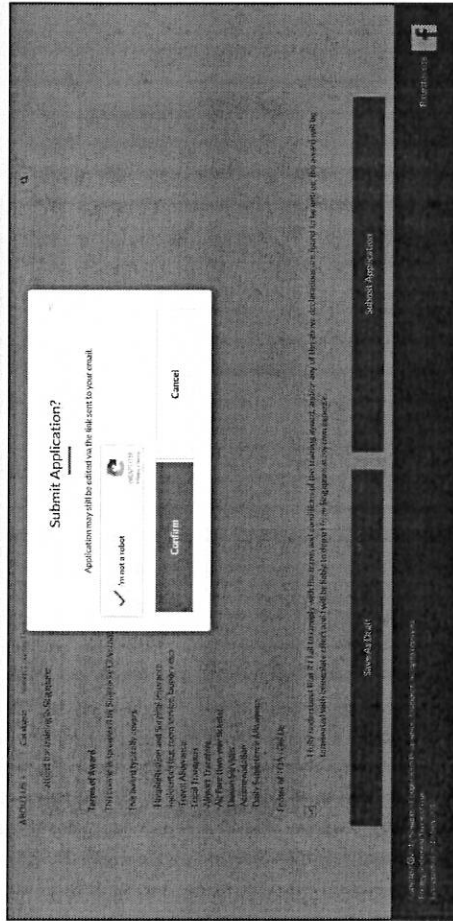
The screenshot shows a web application interface. A modal dialog box titled "Save as Draft?" is centered on the screen. The dialog contains the text: "Draft will only be valid for 3 days. a link will be sent to your email to allow you to edit and submit." Below this text is a checkbox labeled "I'm not a robot" with a CAPTCHA image. To the right of the checkbox are two buttons: "Confirm" and "Cancel". In the background, the application form is visible, showing fields for "Name", "Relationship", "Address", "Email", and "Phone Number". At the bottom of the form, there are three buttons: "Save as Draft", "Review & Submit", and "Next Step". A Facebook logo is visible in the top right corner of the page.

[illegible]

- For each tab, when all fields are complete and valid they will be marked with a white ticked checkbox.
- Once you have completed the application, switch to the **Review and Submit** tab.
- Should there be any incorrect or missing information, this summary page will indicate the offending field in red. You may also look for a tab without the white ticked checkbox for the offending tab.

Submit Application

- When there are no more incorrect or missing information, click on the red Submit Application.
- When the application is successfully submitted, you will be greeted with a thank you page.



Check Application

- After submitting your application, you may continue to use the same link to check the status of your application or to edit your particulars.
- Once your application is fully processed by us, you will need to **accept the invitation**.
Passport details must be provided at this stage to accept the invitation.
While an eTicket may be required depending on the course.

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Application for Workforce for Future Economy

Application ID: 303 / Application Date: 27 Mar 2018 11:59

Application Status **PENDING APPLN SUP ENDORSEMENT**

[Edit Particulars](#)

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Application for Workforce for Future Economy

Application ID: 303 / Application Date: 27 Mar 2018 11:59

Congratulations! Your application has been previously approved. Kindly confirm your attendance as soon as possible as allocation is on a first come first served basis.

Please ensure that you have signed for your VOA before acquiring your e-ticket if required.

Download Letter of Acceptance

Upload a Photo (Mandatory)

SELECT FILE

[Accept Invitation](#) [Decline Invitation](#)

[Edit Particulars](#)

SINGAPORE COOPERATION PROGRAMME

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