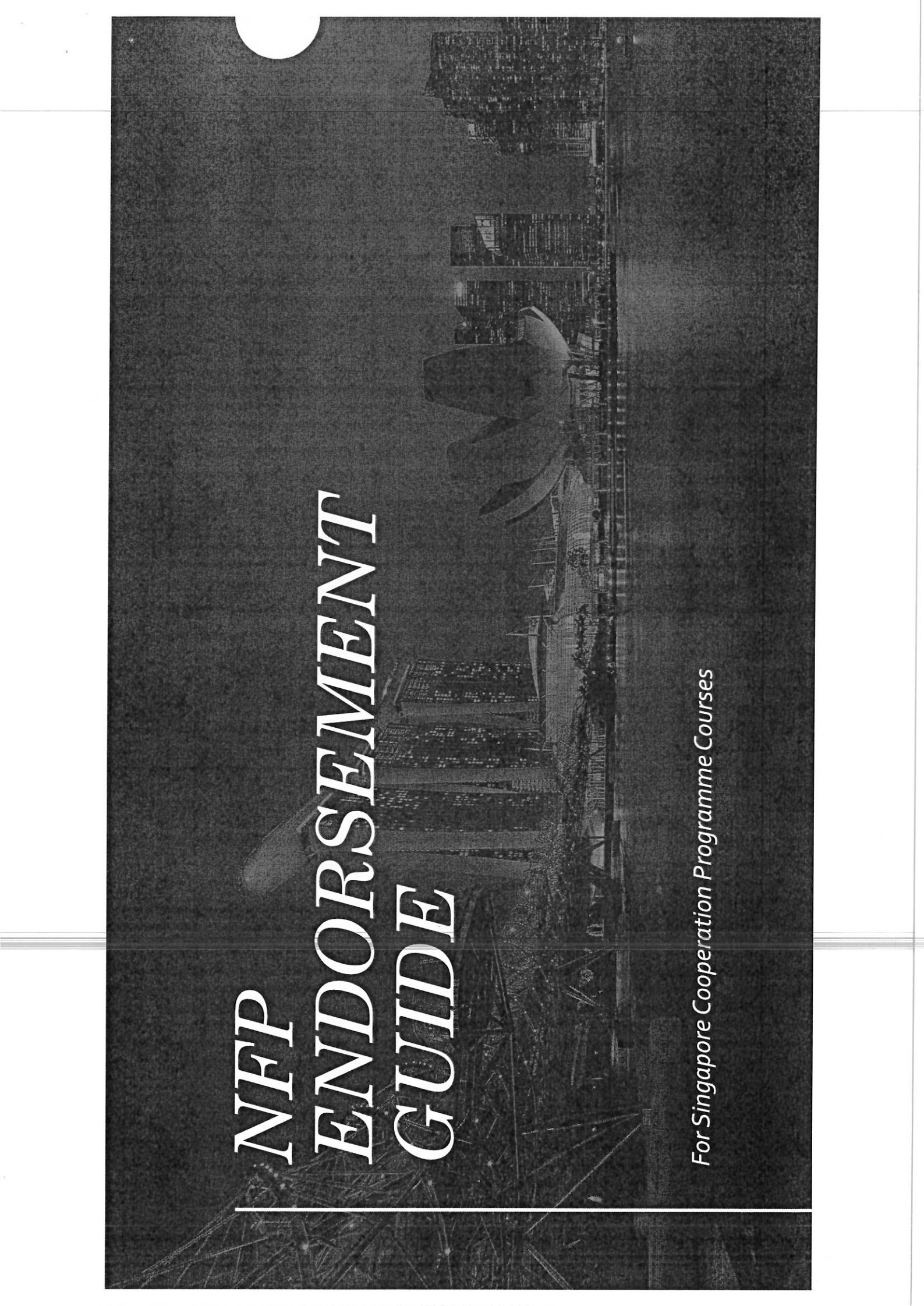




NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

NFP Endorsement Steps Overview

1

Access Assessment
Page via link from
Email

2

Check through
Applications
submitted

3

Input
Endorsement

4

Submit
Endorsement

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01-Apr-2018 to 30-Apr-2018

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[Applications](#)

[Application Actions](#)

	Title	Applicant	Age	Representing	Designation	Department	Organisation	App. Suppr	NFP	NFP Endorsement
☐	1. Mrs.	SAMPLE GUIDE APPLICATION 3	28	Myanmar	Sample	Sample	Sample	Yes	Yes	Yes
☐	2. Ms.	SAMPLE GUIDE APPLICATION 1	28	Myanmar	Sample	Sample	Sample		not available for assessment	
☐	3. Ms.	SAMPLE GUIDE APPLICATION 2	44	Myanmar	SAMPLE	SAMPLE	SAMPLE	N/A	N/A	N/A

Show 20 records per page

1 Total records: 3

[Course Actions](#)

[Save](#)
[Submit NFP Endorsement](#)

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Email Link

- Email with a link will be sent to NFP.
- NFP can access this link to input endorsement for applications submitted.

Submitting Endorsement

Endorsement Steps:

- NFP can input their endorsement for individual applications by selecting 'YES' button in the Endorsement Column for specified applications
- Alternatively, NFP can choose to endorse all applications by selecting 'YES' button at the top of Endorsement Column
- After selecting 'YES' button, NFP can choose to save their endorsement decision before submitting later by clicking 'Save' button
- NFP can submit their endorsement decision by clicking 'Submit NFP Endorsement' button
***this action is nonreversible and NFP will not be able to amend endorsement**

Save Submit NFP Endorsement	
NFP	NFP Endorsement
	Yes
	Yes
	Yes
	Yes

Special Cases:

- 1. If an application has not been endorsed by Applicant's Supervisor, NFP will not be able to endorse yet. Endorsement column will display '**not available for assessment**'
- 2 . If an application does not require endorsement, Endorsement column will display '**N/A**'

Save

Submit NFP Endorsement

NFP	NFP Endorsement not available for assessment
N/A	N/A

1

Total records: 2

SINGAPORE COOPERATION PROGRAMME

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