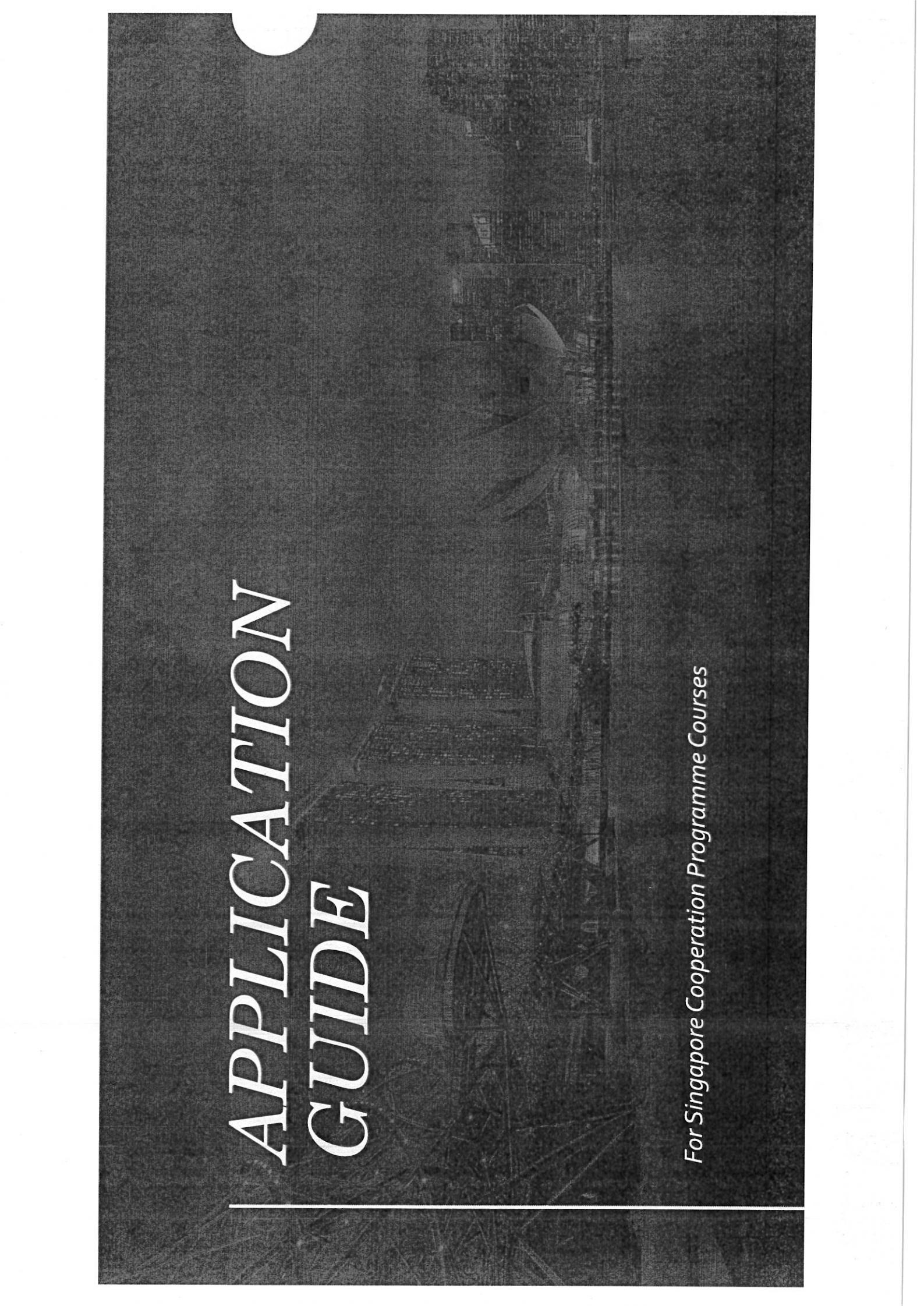




APPLICATION GUIDE

For Singapore Cooperation Programme Courses

5-Step Application Process

1

Search for a course.

2

Check eligibility and course details.

3

Fill in application.

4

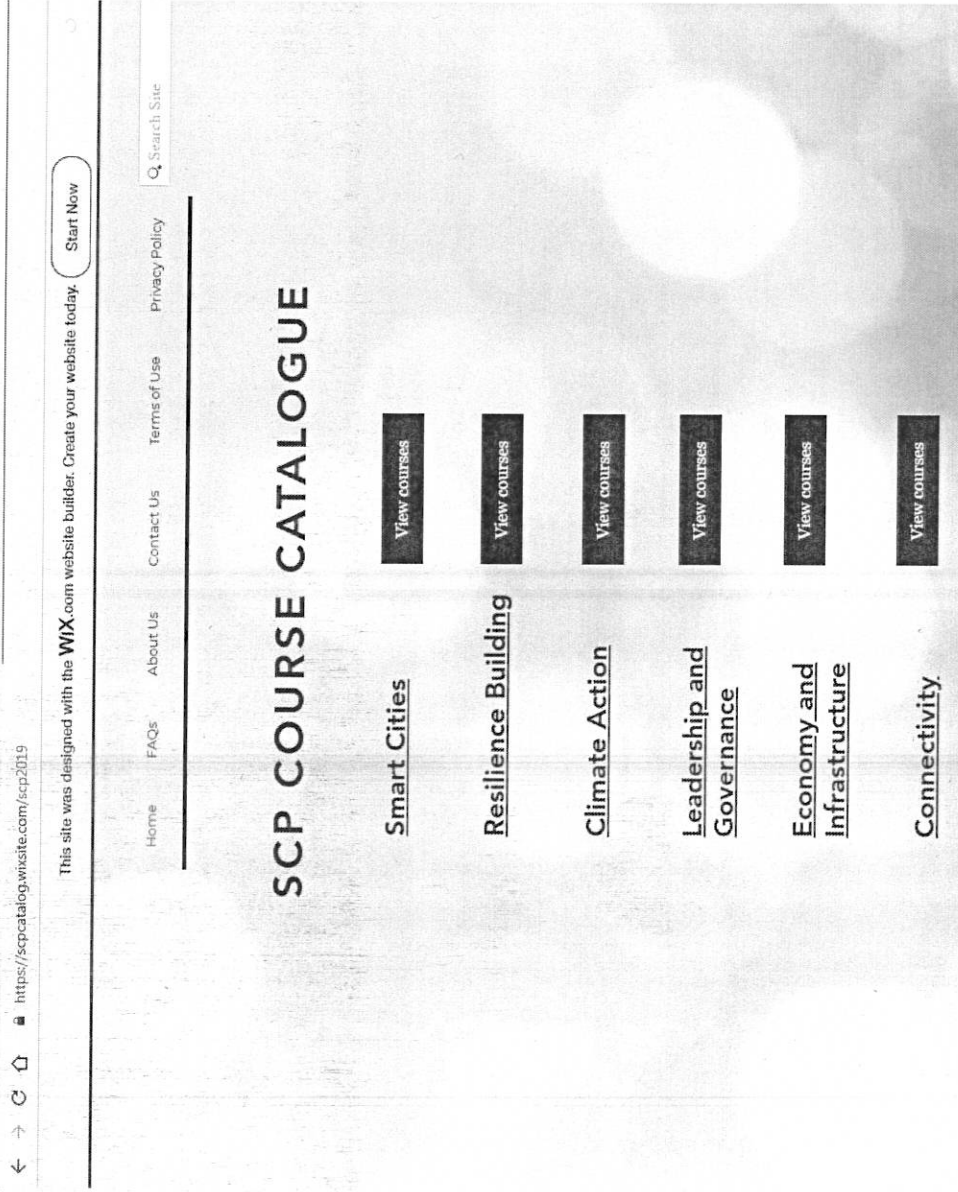
Submit application.

5

Seek NFP endorsement.

1. Search for a course

- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp2019>).
- Click on any of the categories for the list of courses under that category.
- Select a course in the listing for more details (e.g. course synopsis, course dates, etc.).



3. Fill in Application

- Follow the instructions on the page when filling in the Application Form.
- When doing so, ensure that you have the following documents/information on hand:

1. Softcopy of **passport photo** (in jpeg, jpg, png)
2. **Curriculum vitae** (or employment and educational records)
3. **Supervisor's email address**

The screenshot shows a web browser window with the URL <https://form.gov.sg/#/5c6d99ba19551d00178aeb58>. The page header includes the Singapore Government logo and the text "MINISTRY OF TALENTS ACQUISITION". The main heading is "Public Sector Administration and Management - 24 to 28 June 2019". Below this, it says "10 min estimated time to complete" and features a "START" button. To the right of the button is a link that says "Read Instructions". At the bottom of the form, there is an "Instructions" section with the text: "Please prepare the following documents before starting the application: 1) Passport Photo". It also includes a note: "Please ensure that all information you filled out before submitting the application. Incomplete applications will not be considered." and a link for "PRIVACY POLICY".

3. Fill in Application

- Please complete all fields **except** the last field which is meant for your National Focal Point.
- Once you have completed the application, click on the "Submit" button.
- You would be prompted to complete/correct any field that has missing/incorrect information.

Instructions

Please prepare the following documents before starting the application;

- 1) Passport Photo

Please ensure that all information are filled out before submitting the application. Incomplete applications will not be considered.

Applicant's Details

1. Full Name (as per passport)

! Please fill in required field

2. Salutation

3. Please upload a recent passport-sized photo of yourself

4. *Submit Application*

- Once ready, click on the "Submit Application" button.
- You will land on the "Thank You" page (see example on the left) upon successful application.

← → C <https://form.gov.sg/#/5c1b699b20551c00178ea5d8/preview> ☆ Edit form

MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

Thank you for your interest in our SCP courses.

We will process the application, and update you in due course.
Like us on our Facebook page <https://www.facebook.com/SCPFriends/> today!

[Submit another application](#)

How would you rate your overall experience today?
Help us improve by sharing with us how we did

Any other feedback?

Ministry of Foreign Affairs <donotreply@mail.form.gov.sg>
Application for SCPTA; Public Administration and Management (24 to 28 June 2019)
Mar 22 4:20:19 11:33 AM

This is an internet email. If you are unsure of the content, please check the source before you respond.

Thank you for submitting your application. Please print out the form and seek endorsement from your National Focal Point for Technical Assistance (NFP).

Applications with no enforcements will not be considered.

Please contact mfa_scp@mfa.gov.sg for further enquires

Thank you.

Regards
The Singapore Cooperation Programme Team

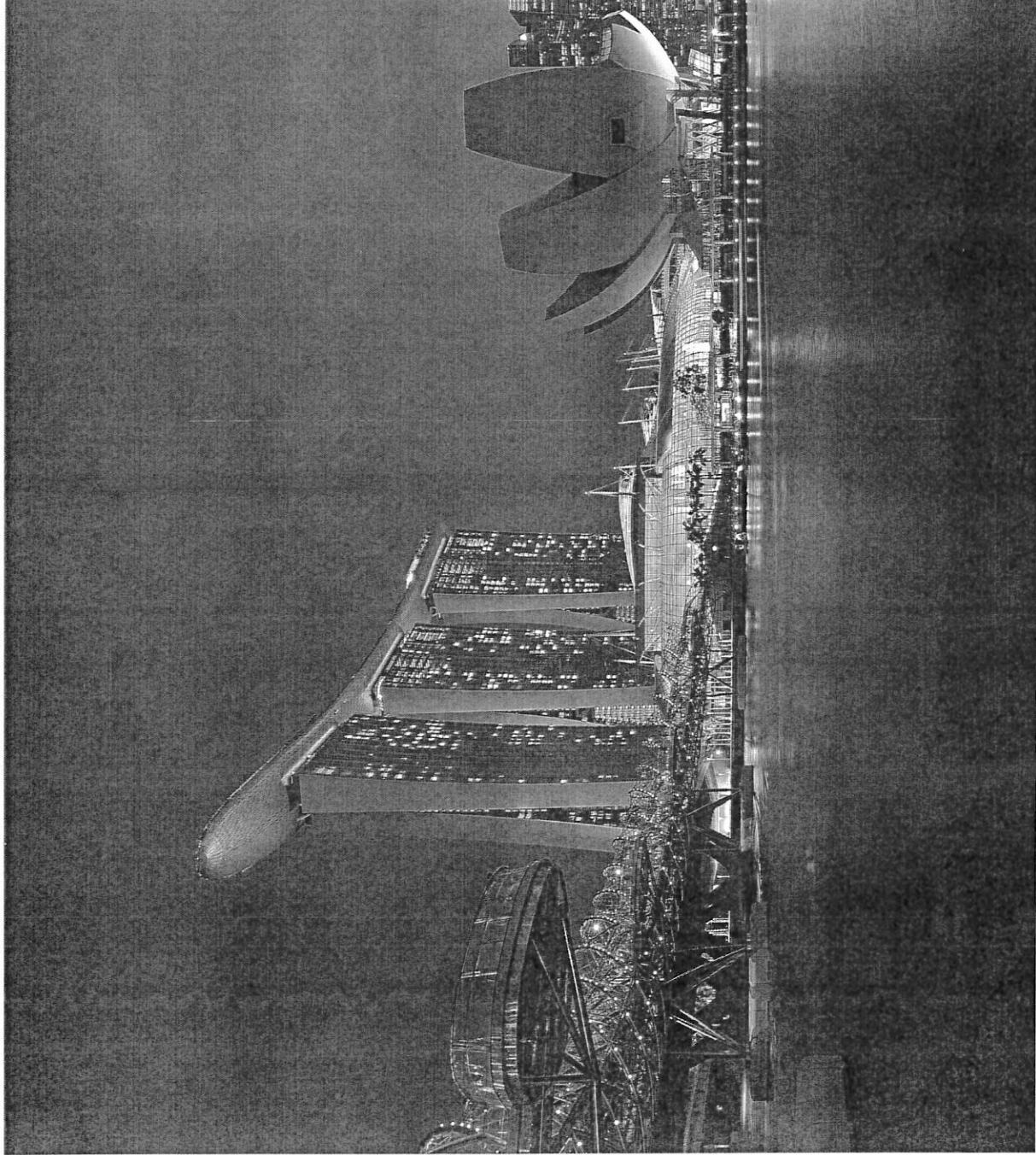
A summary of your response is shown below. A PDF summary is also attached for your convenience.

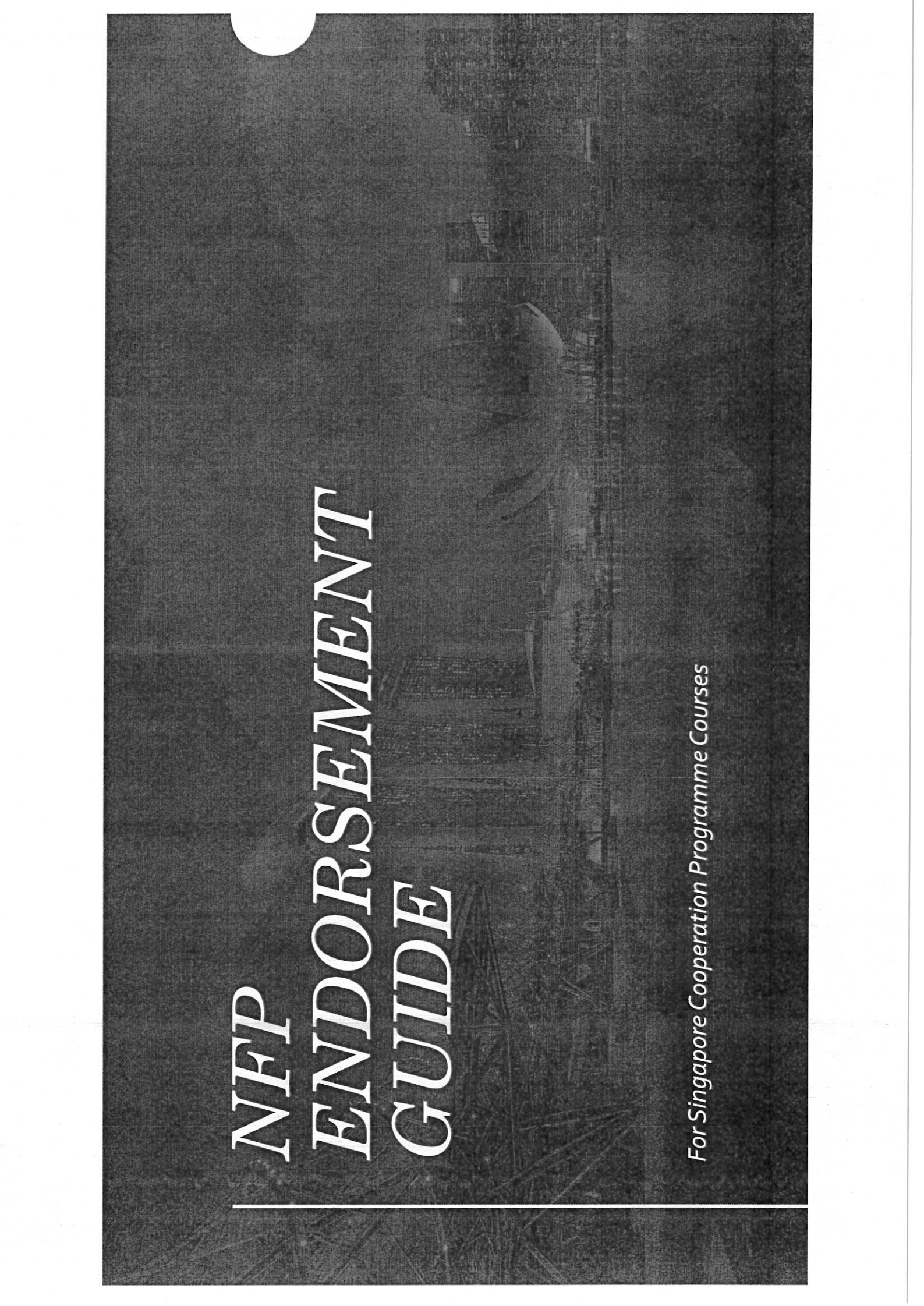
Form Title	Test Application
Form Link	https://forms.gre/wn5k49p6h20551d0U17kxw548
Reference Number	S603F2472699400724744ae
Time Submitted	Mon, 22 Apr 2019 11:33:07 AM
Full Name (as per passport)	David
Saltation	Mr
Please upload a recent passport-sized photo of yourself	Sample Pic.jpg
Gender	Male
Date of Birth	22 Apr 1975

- An acknowledgement email, which includes a copy of the completed application form, will be sent to you.
- Print this form and submit it to your National Focal Point for endorsement.
- Lastly, wait to hear from us on the results of your application.

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate
Ministry of Foreign Affairs
Tanglin
Singapore 248163
Tel: (65) 6379 8000
Email: mfa_scp@mfa.gov.sg





NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

3-Step NFP Endorsement Process

1

Receive
application.

2

Review application.

3

Submit
endorsement.

Public Sector Administration and Management - 24 to 28 June 2019

<http://form.nfp.gov.sg/2019/06/24to28june19>

Reference Number
Sec04cc5b7398600179d851e

Time Submitted
Wed, 24 Apr 2019 07:47:17 PM

Please upload a recent passport-sized photo of yourself

Acknowledgement: PNG

Salutation
Mr

Full Name (as per passport)
David

Gender
Male

Date of Birth
23 Apr 1975

Passport Issuing Country
Azerbaijan

Representing
Azerbaijan

Passport Number
A123456BC

Passport Expiry Date
31 May 2021

Contact Details (Mobile Number, Office Number)
XXX XXX

Email Address

Current Employment Details (Organisation, Department, Designation)
XXX XXX XXX

Job Description
XXX

Reason for Application
XXX

Have you attend any courses under the Singapore Cooperation Programme?
No

Name
XXX

Employment Details (Organisation, Department, Designation)
XXX XXX XXX

Supervisor's Email Address

Please describe why the applicant has been nominated for this course.
XXX

Please describe what skills/knowledge you would like the applicant to gain from this course.
XXX

Acknowledgement
I fully understand that if I fail to comply with the terms and conditions of the award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (Please affix seal here or attach a Diplomatic Note)

1. Receive application

- We have instructed all interested applicants to submit their completed forms to the National Focal Point (NFP) for endorsement.
- You should therefore expect interested applicants to approach you to endorse their application.
- An example of a completed application form is on the left.

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)



2. Review application

- NFPs will have full access to all the information regarding an applicant.
- NFPs can review the application forms before deciding whether to endorse an applicant or not.

Job Description	XXX
Reason for Application	XXX
Have you attend any courses under the Singapore Cooperation Programme?	No
Name	XXX
Employment Details (Organisation, Department, Designation)	XXX, XXX, XXX
Supervisor's Email Address	
Please describe why the applicant has been nominated for this course.	XXX
Please describe what skills/knowledge you would like the applicant to gain from this course.	XXX
Acknowledgement	I fully understand that if I fail to comply with the Terms and Conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.
[To be completed by National Focal Point for Technical Assistance] NFP Endorsement (please affix seal here or attach a Diplomatic Note)	



3. *Submit endorsement*

- There are two ways NFPs can provide endorsement:
 - NFPs are to affix the organisation stamp/seal at the "NFP Endorsement" portion of the application form (see example on the left). NFPs are then required to either send us the completed forms via email (mfa_scp@mfa.gov.sg) or mail the forms to any of Singapore's Overseas Missions.
 - Alternatively, NFPs can inform us of your endorsement through official channels (e.g. Diplomatic Note).

SINGAPORE COOPERATION PROGRAMME

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Ministry of Foreign Affairs

Tanglin

Singapore 248163

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