



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

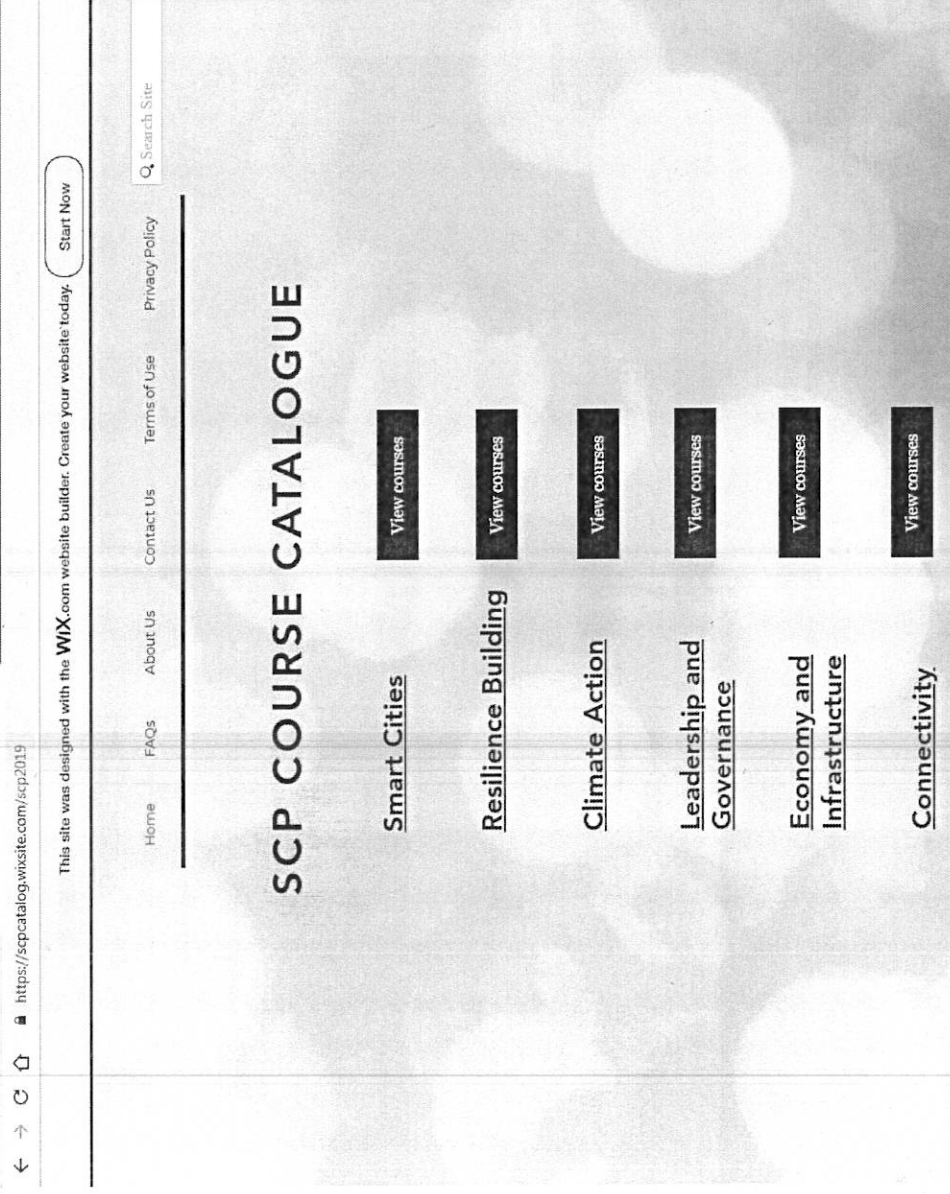
Submit application.

5

Seek NFP endorsement.

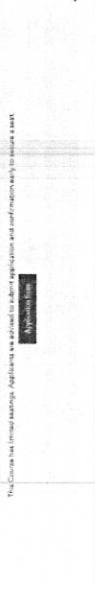
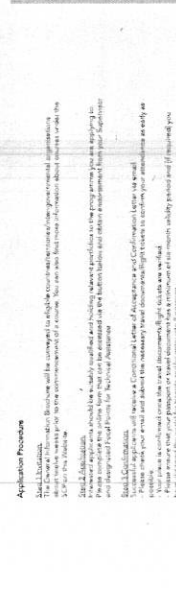
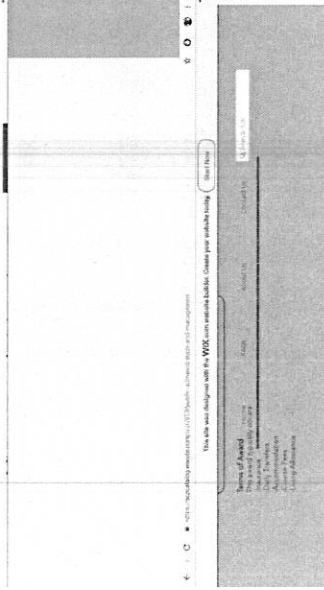
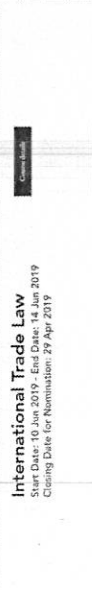
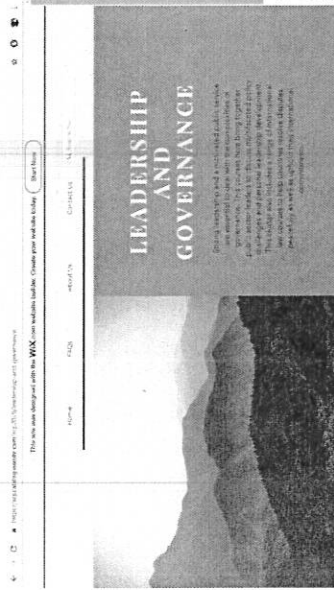
1. Search for a course

- 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.).



2. Check eligibility and course details

- At the course details page, check the eligibility criteria and application details to ensure that you meet the requirements.
- Click on "Application Form" at the bottom the page to apply for the course.



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

☆ ○ ●

https://form.gov.sg/H/5-4t599b20551c00178w5-58



Test Application

⌚ 10 mins estimated time to complete

START

Read Instructions

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.

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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. Solutation

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

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.

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.



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?



5. Seek NFP endorsement

- 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.

Mon 22/04/2019 11:32 AM

Ministry of Foreign Affairs <donotreply@mail.form.gov.sg>
Application for SCPTA, Public Administration and Management (24 to 28 June 2019)

Sample Prc pag 4/83 response.pdf 24/03

Dear Sir or Madam,

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 endorsements will not be considered.

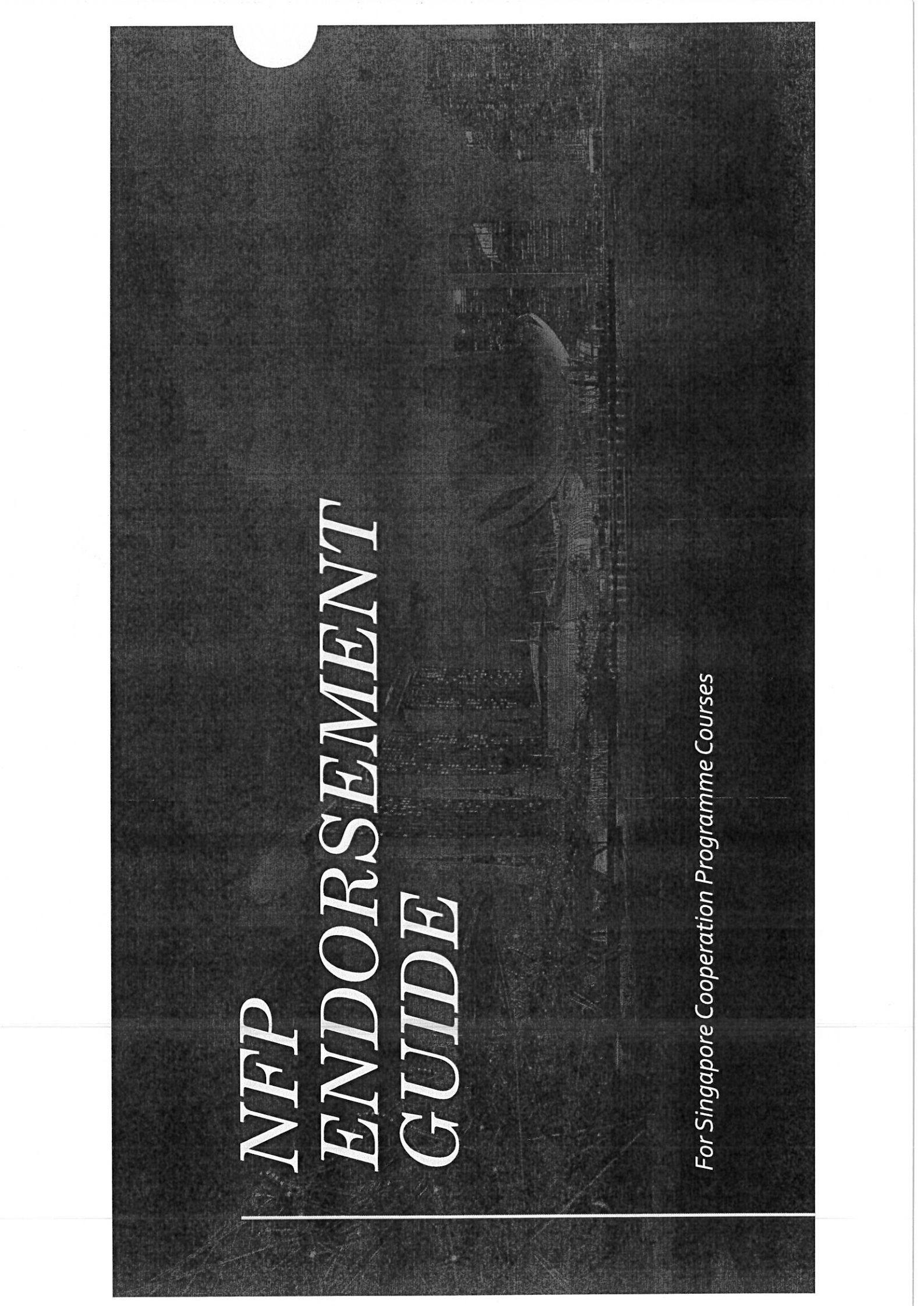
Please contact info_scp@mfa.gov.sg for further enquires.

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://form.gov.sg/26699b20551ed01726e548
Reference Number	504d5f8a76090017a764e
Time Submitted	Mon, 22 Apr 2019 11:33:07 AM
Full Name (as per passport)	David
Salutation	Mr
Please upload a recent passport sized photo of yourself	Sample Prc pag
Gender	Male
Date of Birth	23 Apr 1975



NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

Revised NFP Endorsement Steps Overview

1

Receive Application from
Applicant

2

Input Endorsement (by
organization stamp or
Diplomatic Note)

3

Submit Endorsement via
email to officer-in-charge
or to out Overseas
Mission

Public Sector Administration and Management - 24 to 28 June 2019

<https://form.ups.edu.sg/5c84cc5e7398606179e951e>

Reference Number	5c84cc5e7398606179e951e
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

Revised Application Form

- Applicant are to submit the completed forms to the NFP
- Sample of the application form shown for reference.

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)	

Submitting Endorsement

Endorsement Steps:

- NFP can input their endorsement for individual applications by affixing the organization stamp/seal at the 'NFP Endorsement' section or through official channels
- NFP can submit their endorsement either through email (mfa_scp@mfa.gov.sg) or mail the forms to one of our Overseas Mission.

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)



SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate
Ministry of Foreign Affairs
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