

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

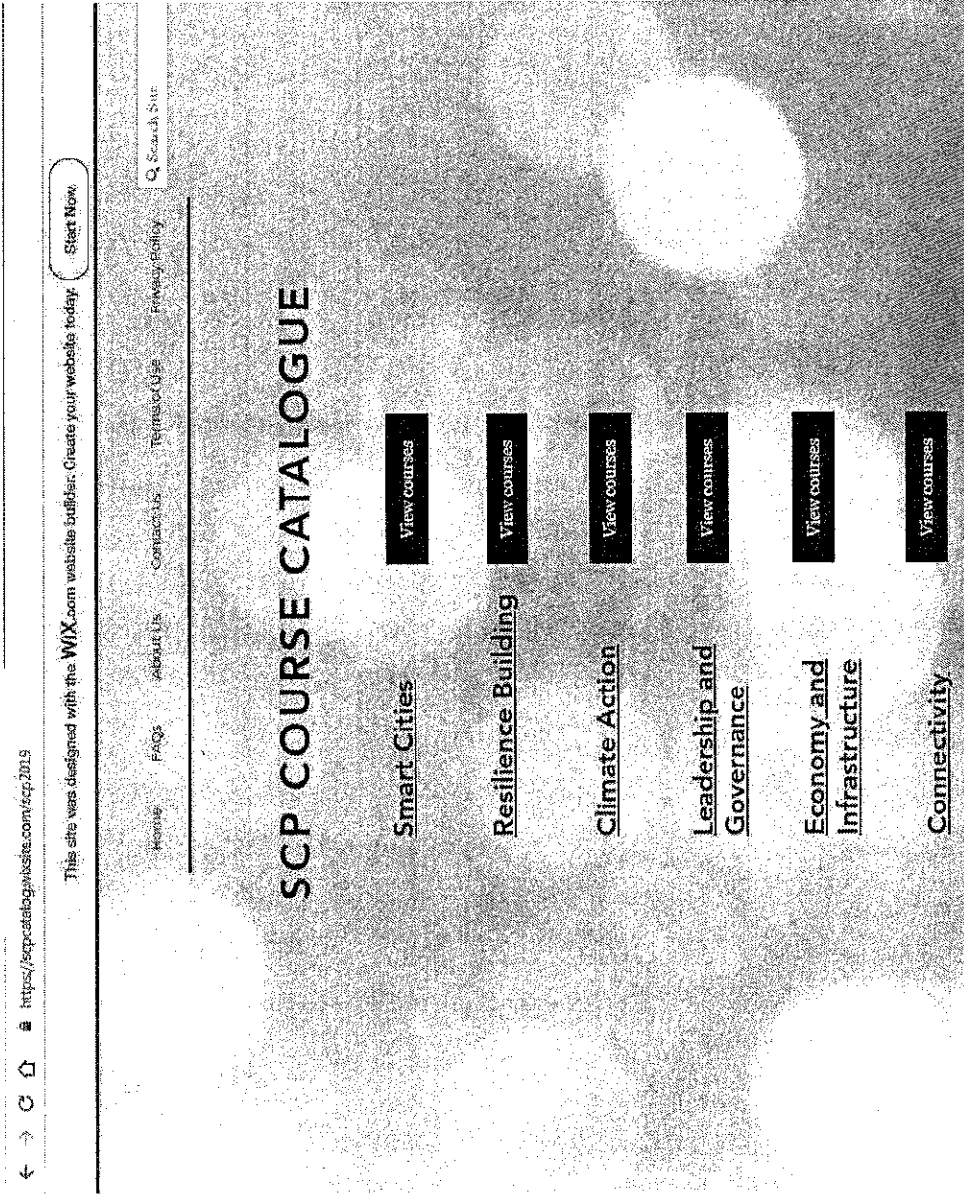
Submit application.

5

Seek NFP endorsement.

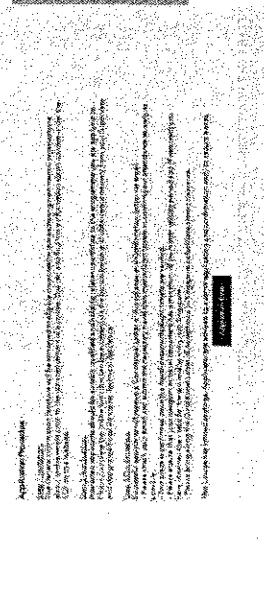
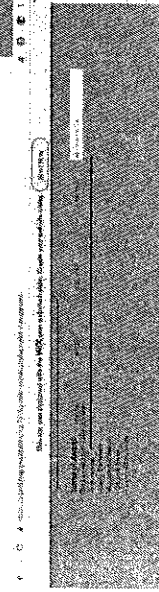
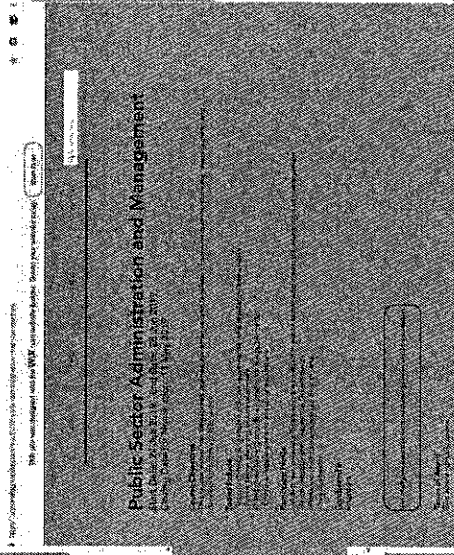
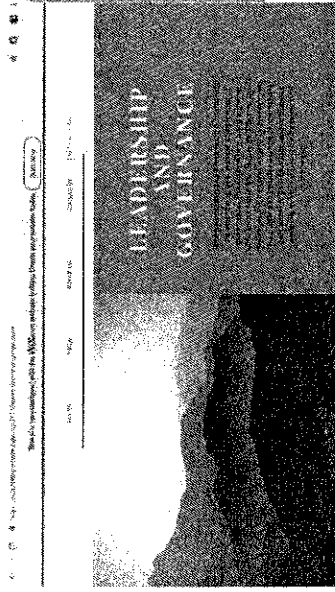
1. Search for a course

- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp> 2019).
- 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.).



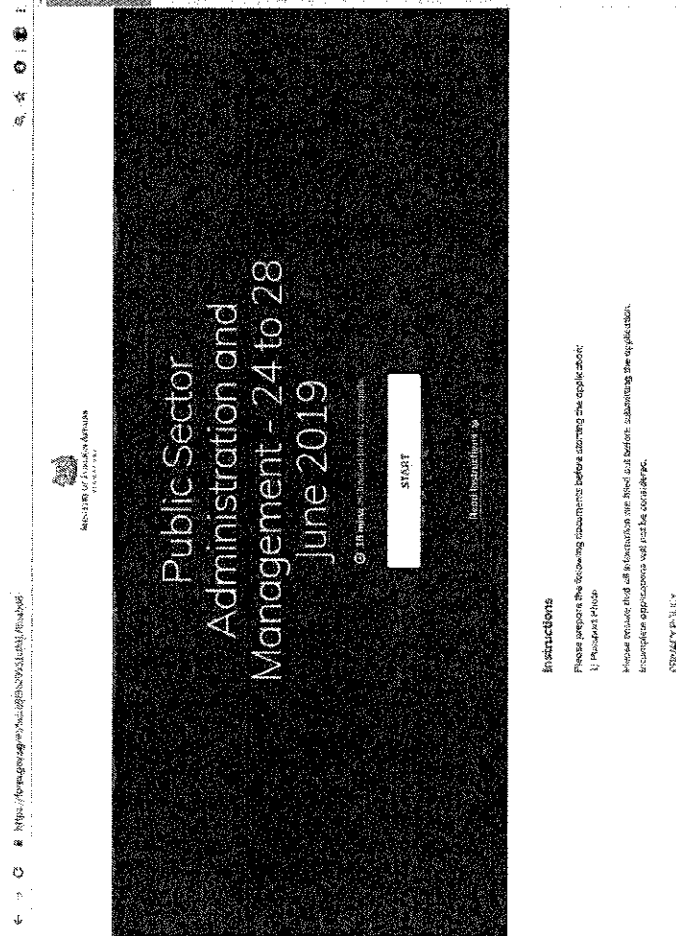
2. Check eligibility and course details

- 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**



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.

[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.

Applicant's Details

1. Full Name (as per passport)

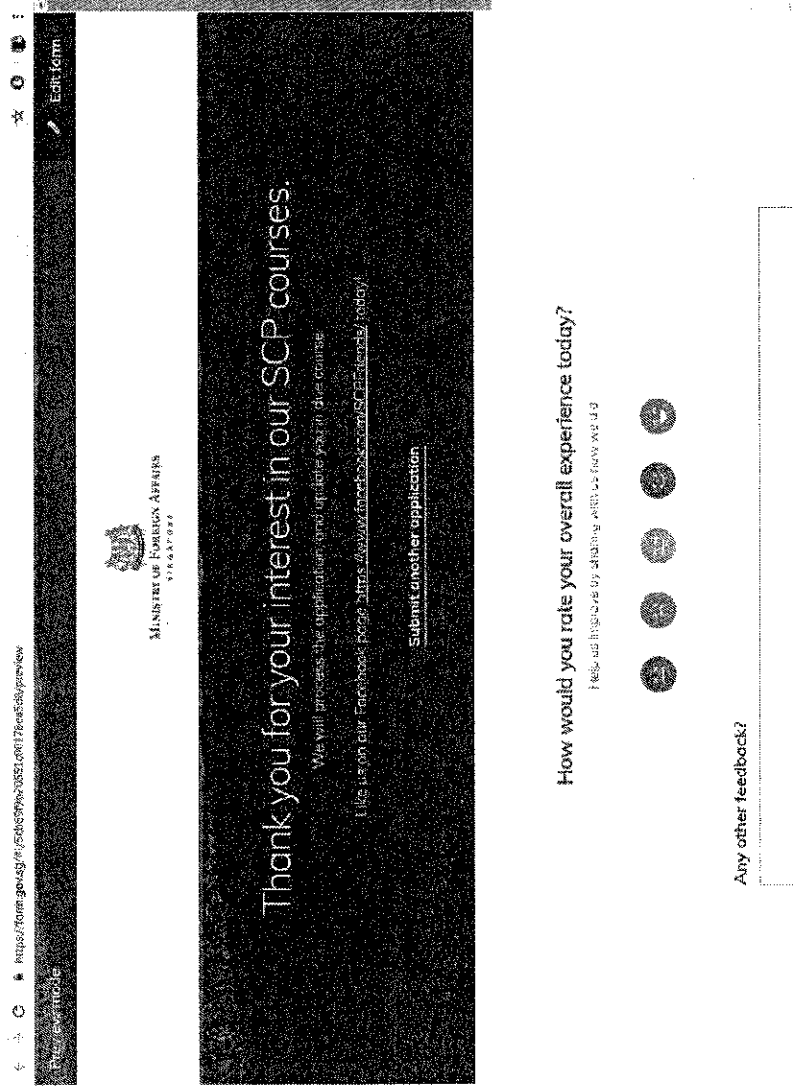
1. Please fill in required field

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.



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.



Ministry of Foreign Affairs
Application for SCFPA Public Administration and Management (24 to 26 June 2019)

Sample copy
Sample copy

Dear Sir or Madam

Thank you for submitting your application. Please refer to the form and seek endorsement from your National Focal Point for Technical Assistance (NFTA).

Applicants with no endorsement will not be considered.

Please contact info_scpa@mfat.gov.sg for further enquiries.

Thank you.

Regards,

The Singapore Cooperation Programme Team

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

Test Application

Form Title: [Sample Form](#)

Form Link: [Sample Form](#)

Reference Number: [Sample Form](#)

User Submitted: [Sample Form](#)

Full Name (as per passport): [Sample Form](#)

Selection: [Sample Form](#)

Please upload a recent passport-sized photo of yourself.

Gender: [Sample Form](#)

Date of Birth: [Sample Form](#)

Test Application

Form Title: [Sample Form](#)

Form Link: [Sample Form](#)

Reference Number: [Sample Form](#)

User Submitted: [Sample Form](#)

Full Name (as per passport): [Sample Form](#)

Selection: [Sample Form](#)

Please upload a recent passport-sized photo of yourself.

Gender: [Sample Form](#)

Date of Birth: [Sample Form](#)

NFP ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

SINGAPORE COOPERATION PROGRAMME

Technical Cooperation Directorate

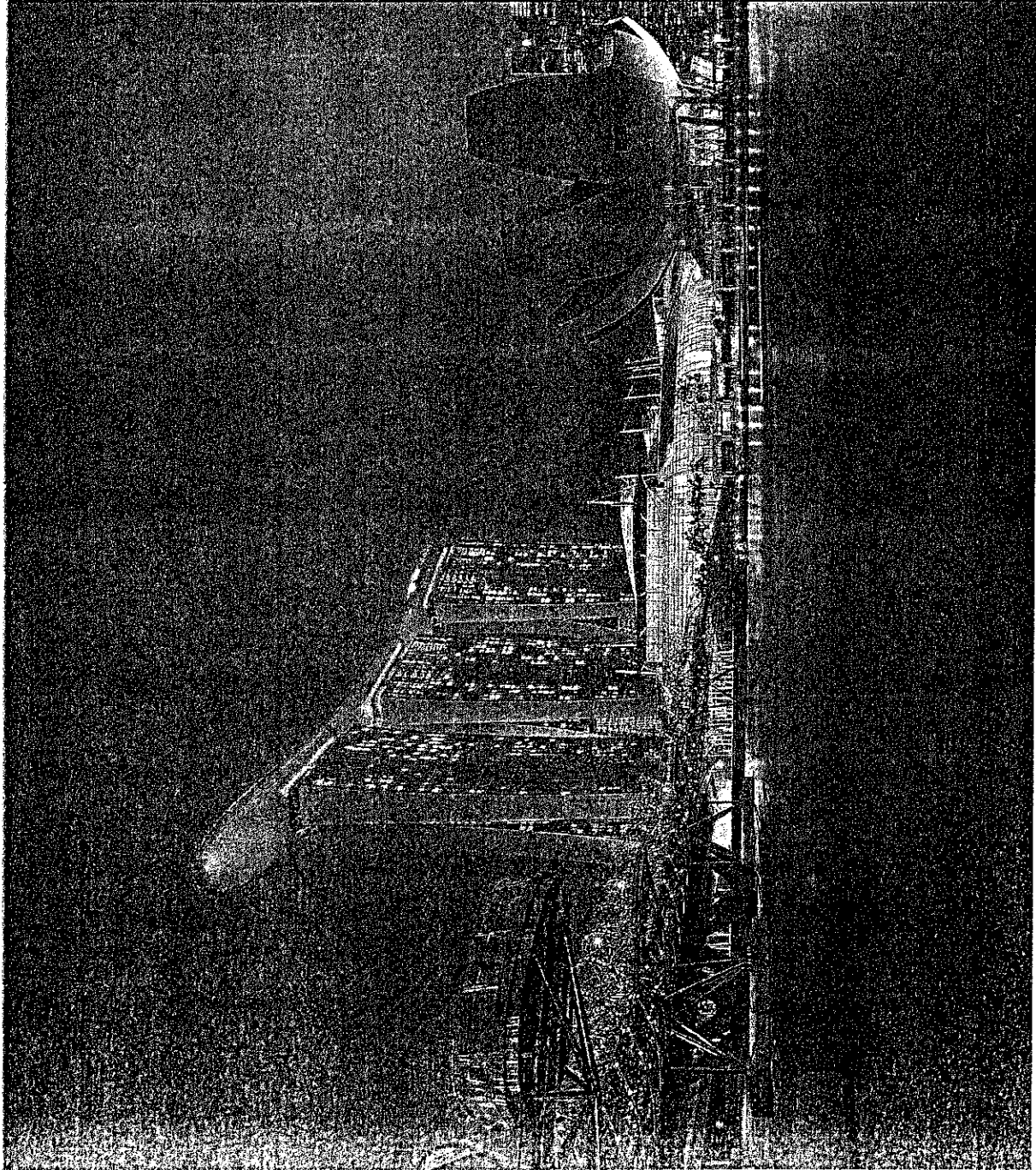
Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg



3-Step NFP Endorsement Process

1

Receive
application.

2

Review application.

3

Submit
endorsement.

Public Sector Administration and Management - 24 to 28 June 2019

Application closed on 23 Apr 2019 at 11:59 PM

Reference Number	56042656738660179e51e
Time Submitted	Wed, 24 Apr 2019 07:47:17 PM
Please upload a recent passport-sized photo of yourself	Acknowledgment: PNG
Substitution	Mr
Full Name (as per passport)	David
Gender	Male
Date of Birth	23 Apr 1975
Passport Issuing Country	Armenia
Representing	Armenia
Passport Number	A12345678
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

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 attended 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, I will be liable to immediate effect and I will be liable to depart from Singapore at my own expense.
To be completed by National Focal Point for Technical Cooperation Programme (Please affix seal here or attach a Diplomatic Note)	

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)

Affix stamp/seal here

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

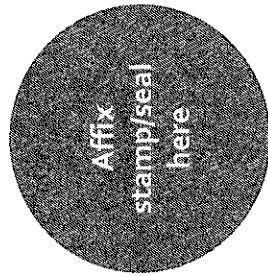
Please describe what skills/knowledge you would like the applicant to gain from this course.

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

Technical Cooperation Directorate

Ministry of Foreign Affairs

Tanglin

Singapore 248163

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Email: mfa_scp@mfa.gov.sg

