APPLICATION GUIDE

For Singapore Cooperation Programme Courses

5-Step Application Process

1 Search for a course.

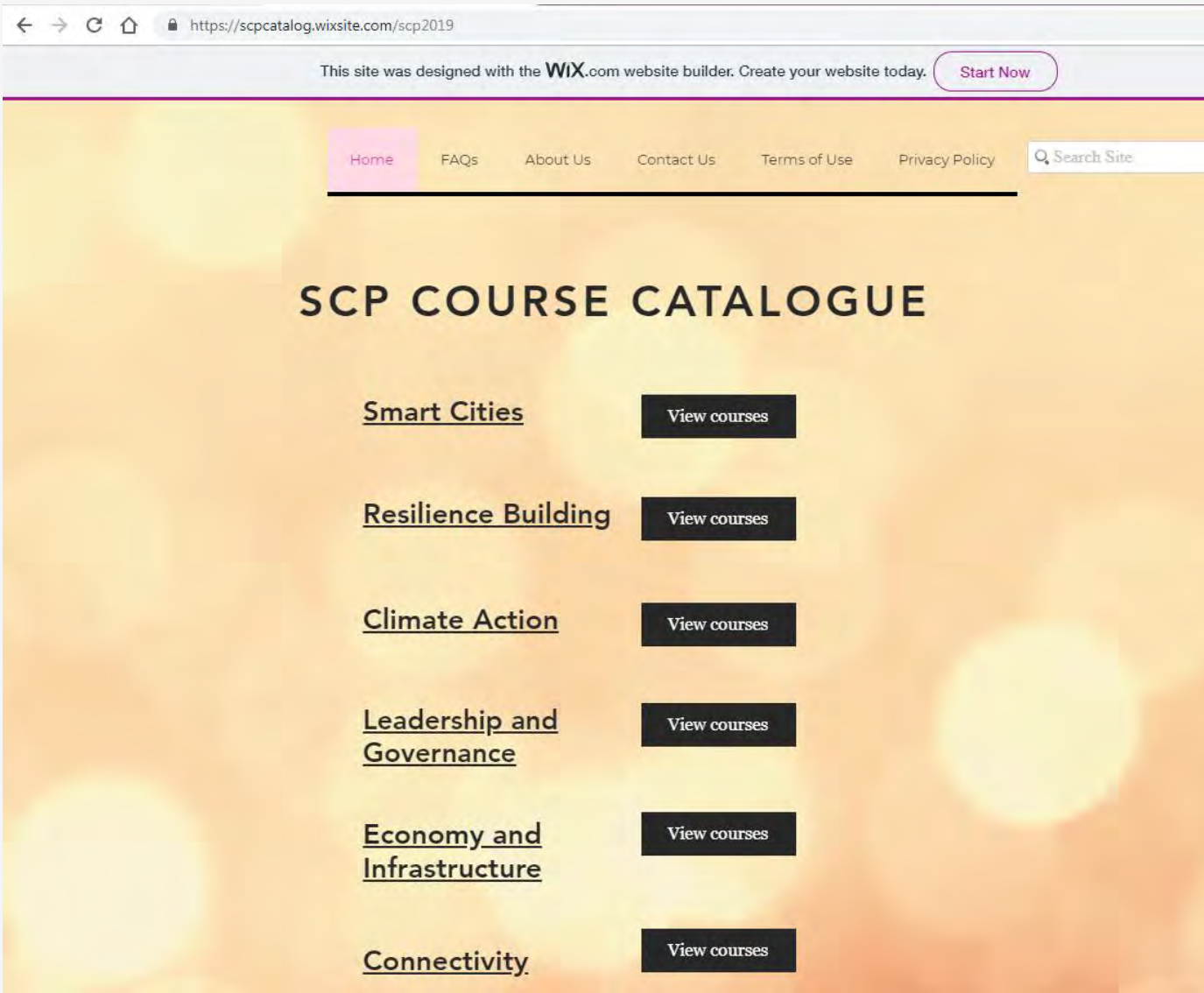**2** Check eligibility and course details.

3 Fill in application.
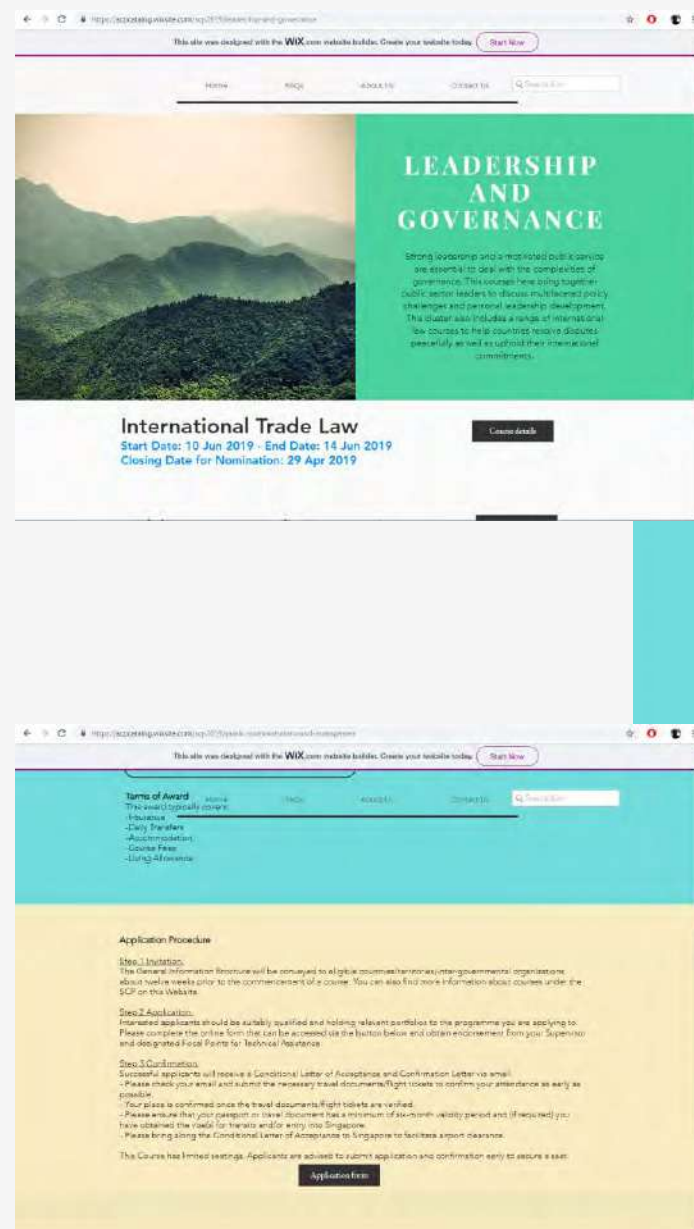
4 Submit application.
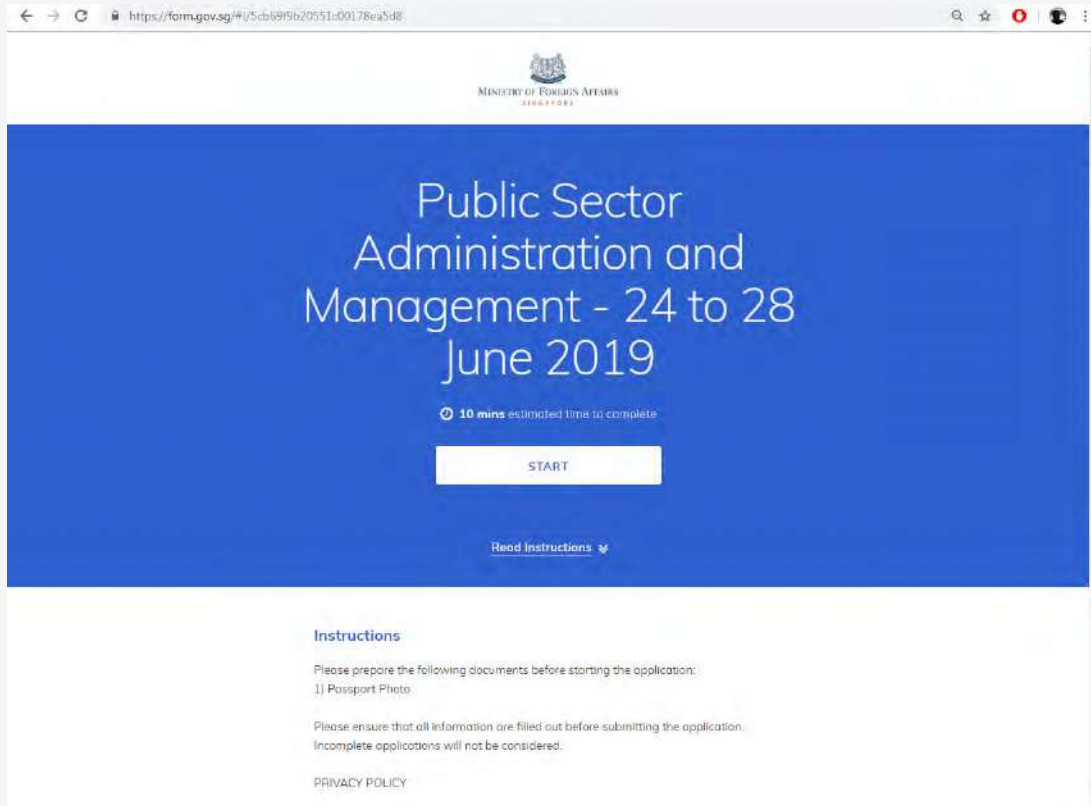
5 Seek NFP endorsement.

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)
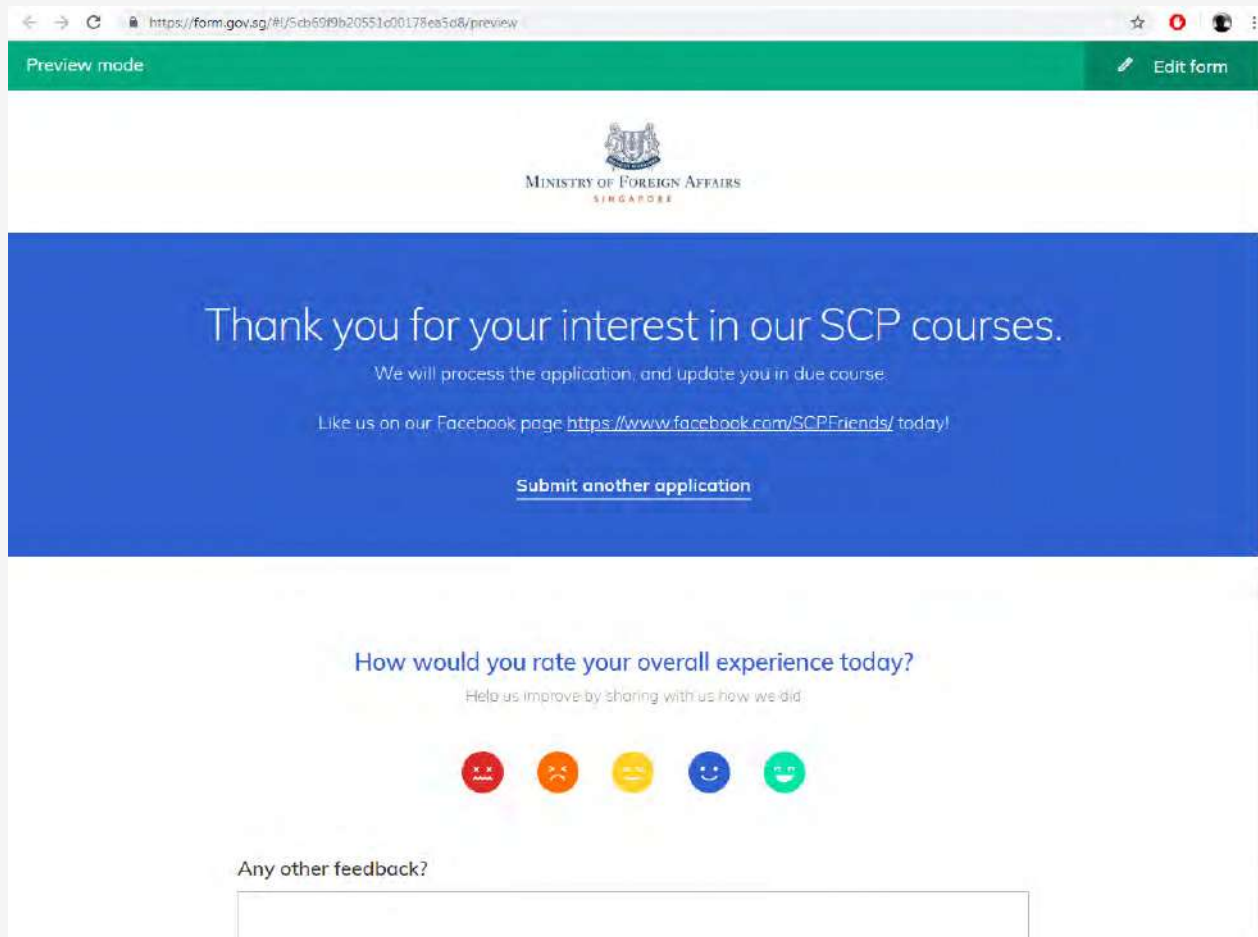 3. **Supervisor's email address**

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.
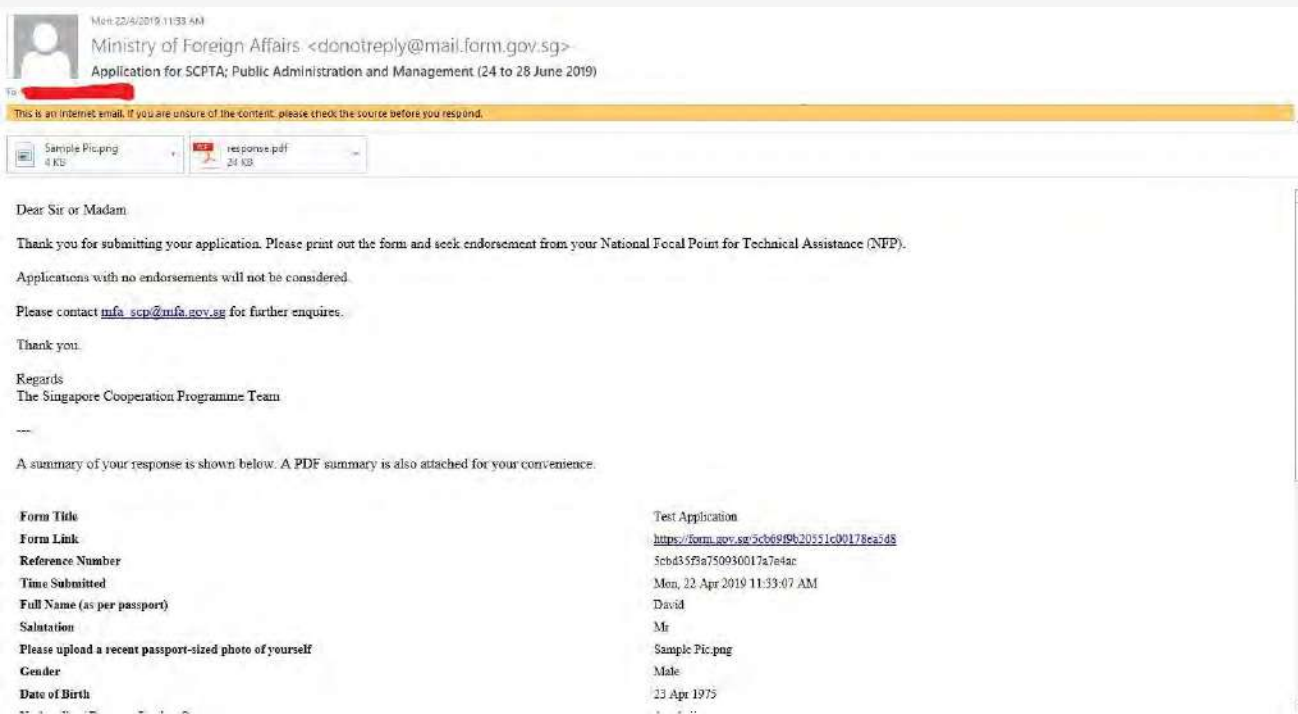
4. Submit Application

- Once ready, click on the "Submit Application" button.

- You will land on the "Thank You" page (see example on the left) upon successful application.

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.

SINGAPORE COOPERATION PROGRAMME

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