

A nighttime photograph of the Singapore skyline, featuring the Marina Bay Sands hotel and the ArtScience Museum, with the city lights reflected in the water.

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

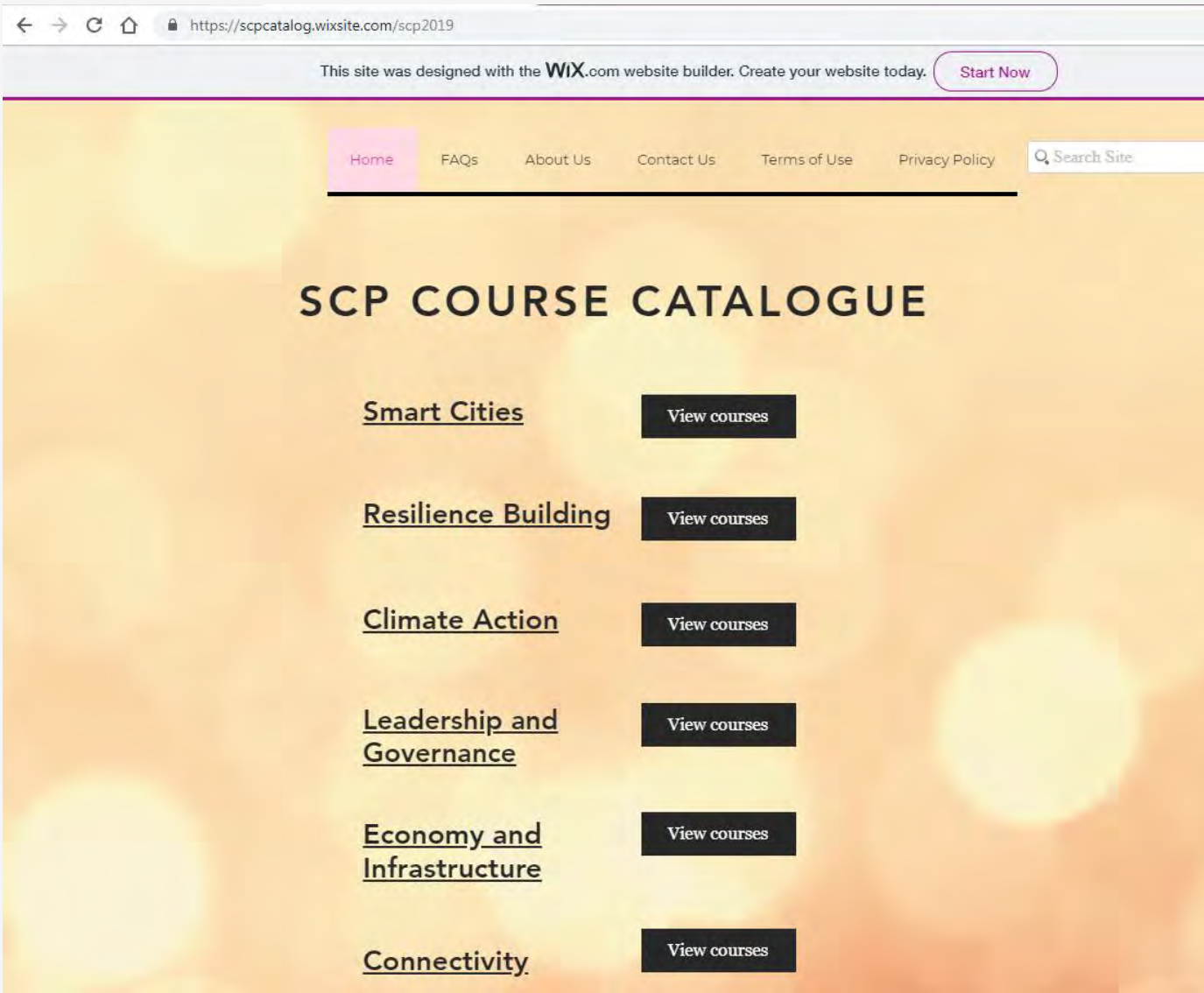
Submit application.

5

Seek NFP endorsement.

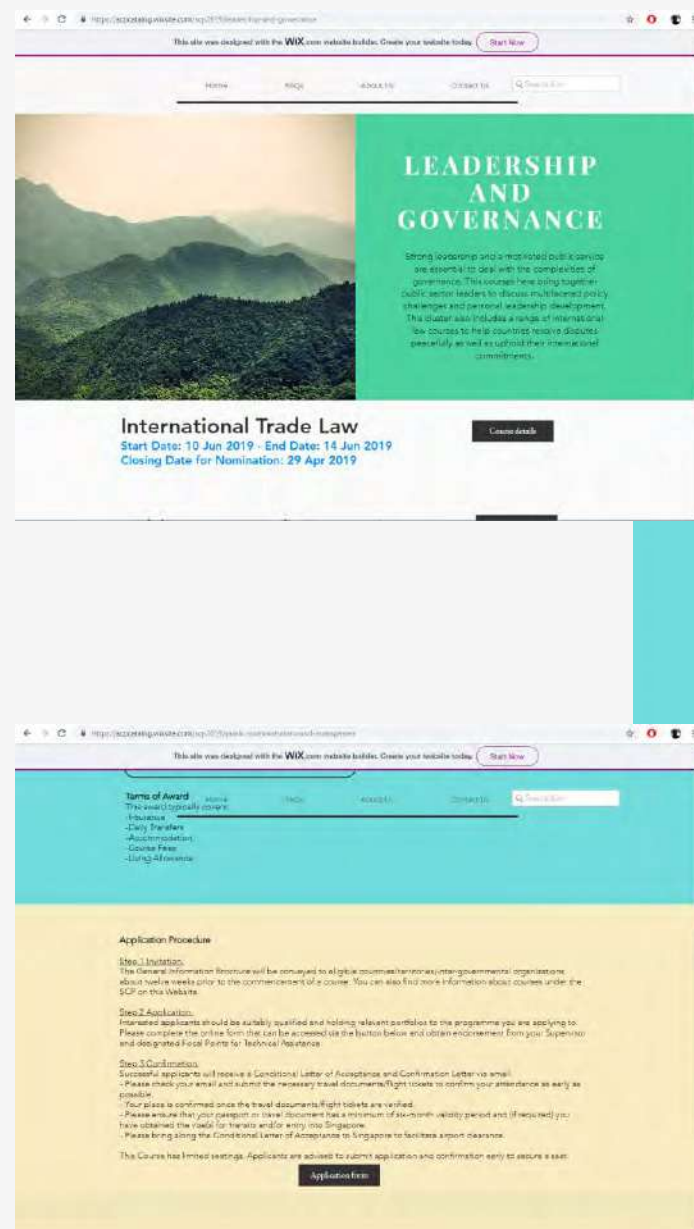
1. Search for a course

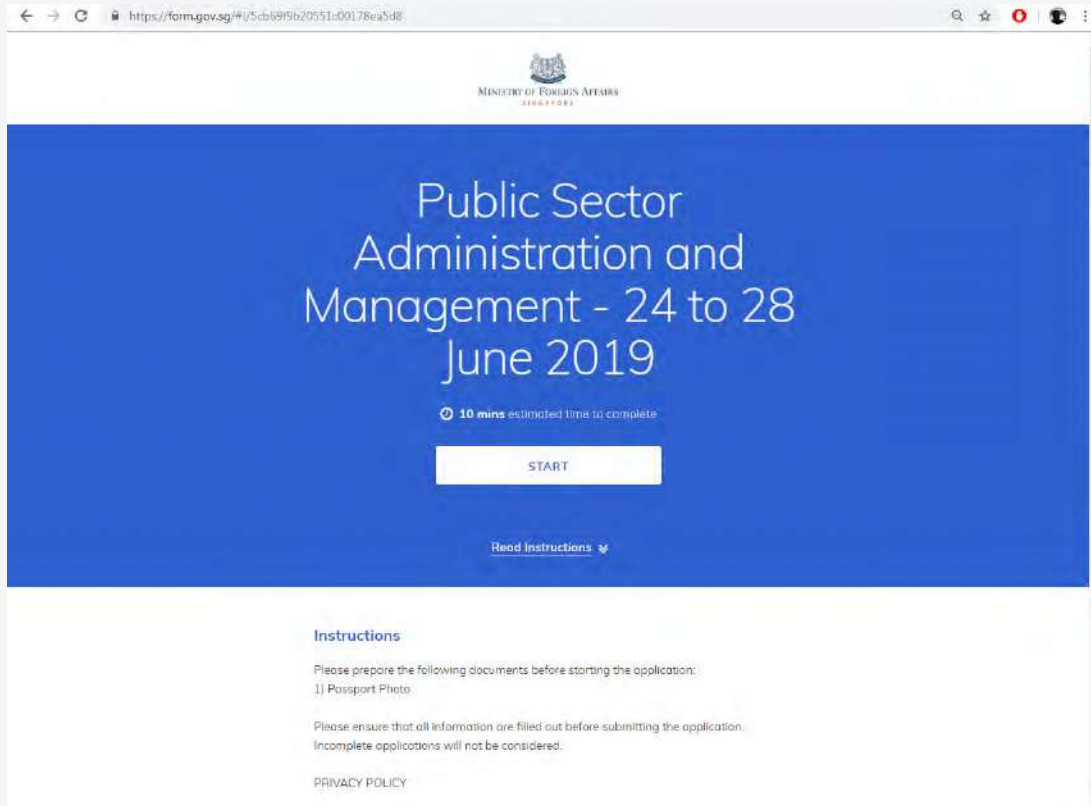
- Browse our course catalogue at our website (<http://scpcatalog.wixsite.com/scp2019>).
- Click on any of the categories for the list of courses under that category.
- Select a course in the listing for more details (e.g. course synopsis, course dates, etc.).



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**

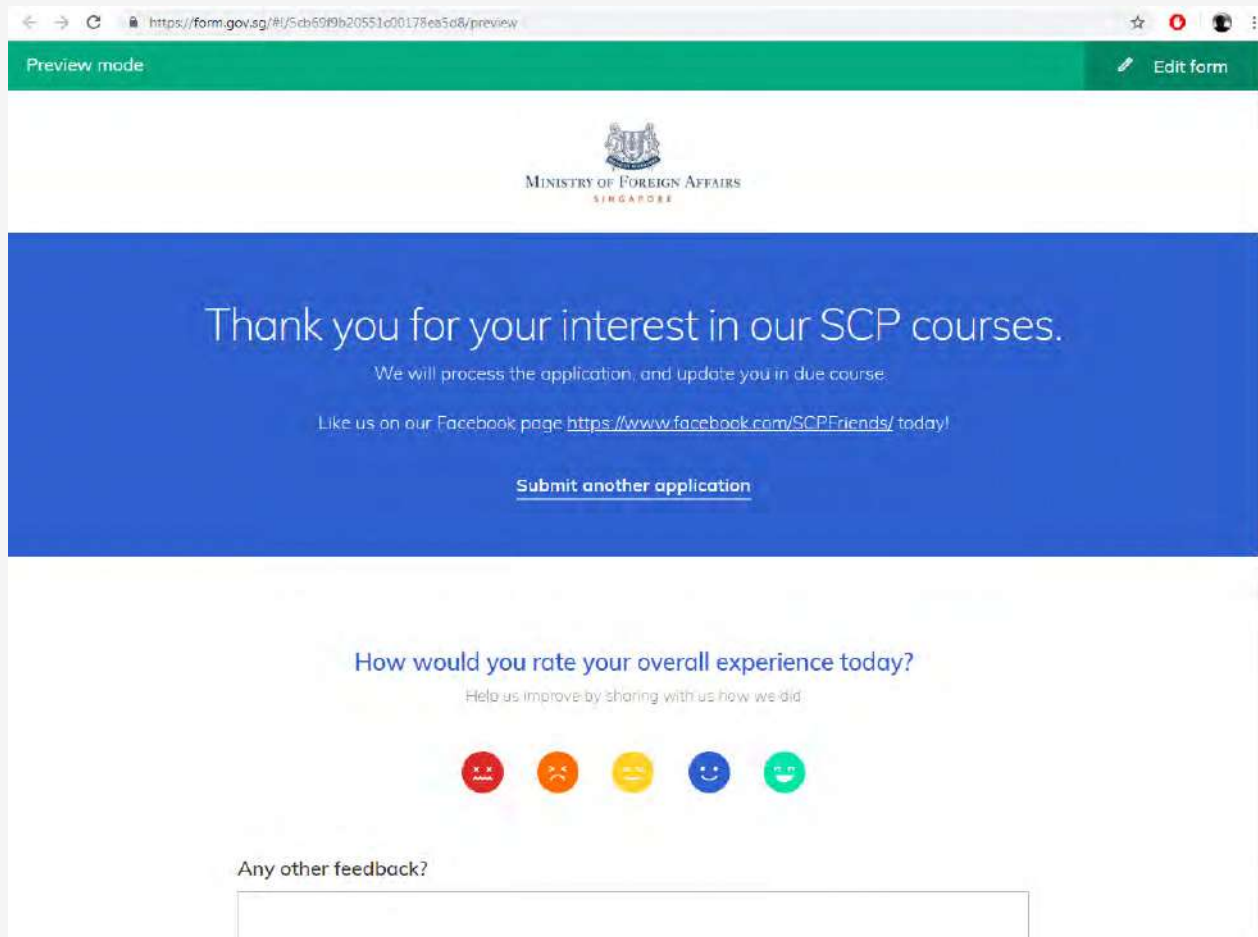
The screenshot shows a web browser window with the URL <https://form.gov.sg/#/5cb69f9b20551c00178ea5d8>. The page has a blue header with a "Read Instructions" link. Below the header, the "Instructions" section states: "Please prepare the following documents before starting the application: 1) Passport Photo" and "Please ensure that all information are filled out before submitting the application. Incomplete applications will not be considered." The "Applicant's Details" section contains three items: 1. "Full Name (as per passport)" with a text input field that has a red border and a red error message below it: "! Please fill in required field". 2. "Salutation" with a dropdown menu. 3. "Please upload a recent passport-sized photo of yourself" with a placeholder for an image upload.

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*

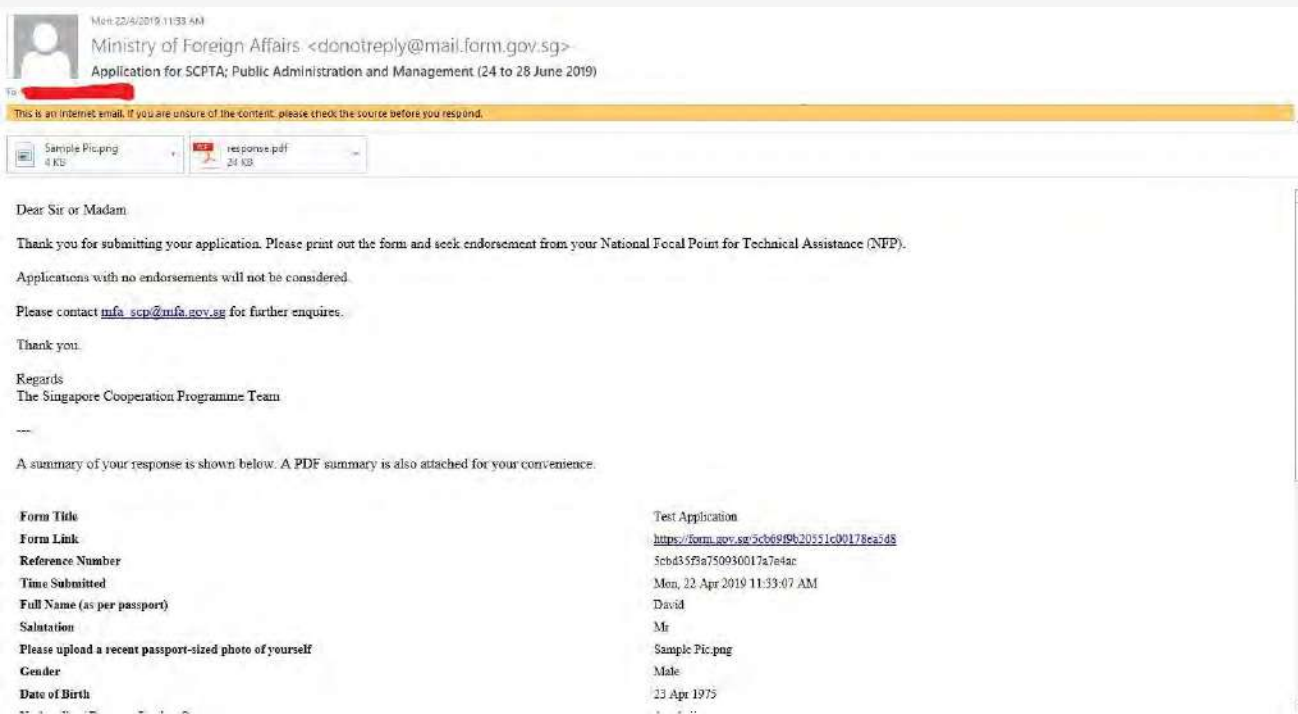
- Once ready, click on the “Submit Application” button.
- You will land on the “Thank You” page (see example on the left) upon successful application.



The screenshot shows a web browser window with the URL <https://form.gov.sg/#/5cb69f9b20551a00178ea5a8/preview>. The page is in 'Preview mode' and features the Ministry of Foreign Affairs Singapore logo. The main content area has a blue background with the text: '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!'. Below this is a button labeled 'Submit another application'. The bottom section asks 'How would you rate your overall experience today?' with five smiley face icons (red, orange, yellow, blue, green) and a text box for '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.





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