APPLICATION FAQ

COURSE SEARCH

Q1) What courses are available?

A1) Please visit our Catalogue for our course listings.

APPLICATION

Q2) How do I apply for a Singapore Cooperation Programme course?

A2) Please submit your application by clicking on the "Apply For Course" button for the course you are interested in.

Interested applicants should meet the following criteria:
- Be a government official endorsed by your Government, or the National Focal Point for Technical Assistance;
- Suitably qualified and holding relevant portfolios; and
- Submit all mandatory information online.

Applications must be submitted by the closing date for nomination for that course. Your application will be sent for endorsement by your Government or the National Focal Point for Technical Assistance of your country. Please note that the following will not be considered:
- Incomplete/wrongly filled online applications;
- Hardcopy/PDF/email applications submitted for listed courses.

Successful applicants will be notified via email prior the course start date. You will receive an electronic conditional Letter of Acceptance. To accept our invitation, please promptly submit the required documents (e.g. passport details and eTicket) via the email link provided. **Confirmation of your participation is subject to the availability of places and the verification of all submitted documents.**

For courses held in Singapore: You should bring along the Letter of Acceptance and a printout of the Confirmation page to Singapore to facilitate airport clearance. Please also ensure that your passport or travel document has a minimum six-month validity period and (if required) the visa(s) for transits, and/or entry into Singapore.

The list of countries requiring visas can be found on the Immigration and Checkpoints Authority webpage here.

Q3) **The course I would like to apply for does not have an "Apply for Course" button.**

A3) The nomination period for this course has likely ended. This would be stated in the Application Procedure section of the course page. You may also wish to check the Closing Date for Nomination at the top of the course page (just under the course name and dates).

If the Closing Date for Nomination has **not** passed, this course may not be open for applications via the website. Please contact mfa_scp@mfa.gov.sg for technical support. We will get in touch with you as soon as possible.

Q4) **Am I eligible for Singapore Cooperation Programme Courses?**

A4) SCP courses are open to government officials from more than 170 developing countries and territories. Some courses are not open to all due to customisation of content. Please check the list of eligible countries/territories/intergovernmental organisations for the course of interest to you.

Please note that all applications will be sent for endorsement by your respective Governments or National Focal Points for Technical Assistance before we can consider them.

Q5) **How do I know who is my National Focal Point for Technical Assistance?**

A5) The National Focal Point for Technical Assistance is usually the Ministry of Foreign Affairs or the coordinator of foreign aid for your country/territory/intergovernmental organisation.

Q6) **What are the sponsorship terms for a Singapore Cooperation Programme course? Is airfare provided?**

A6) Please check the Terms of Award for the course of interest to you. This is stated on the course page.

Q7) **Do I have to provide passport details when applying for a course?**

A7) Passport details are not necessary at the application stage. It will be required when you have been offered a place in a course.

Please be reminded that visitors to Singapore must ensure that their passports are valid for at least six months beyond your stay in Singapore.

Q8) **Why do I need to provide my Supervisor's contact details in my application?**

A8) As part of the application process, your Supervisor will be asked to endorse your application and explain why you have been nominated for the course.

Q9) **I did not save my draft application before exiting the page. Am I able to retrieve my draft application?**

A9) You will not be able to retrieve an unsaved application. Please resubmit your application.

Q10) **What happens after I submit my application? Am I automatically accepted for the course?**

A10) Submission of an application does not mean automatic acceptance in a course.

Once you have submitted your application, you will receive an acknowledgement email containing a link where you can check the status of your application.

Successful applicants will be notified via email prior to the course start date. You will receive an electronic conditional Letter of Acceptance. To accept our invitation, please promptly submit the required documents (e.g. passport details and eTicket) via the email link provided. **Confirmation of your participation is subject to the availability of places and the verification of all submitted documents.**

Q11) **I have received an invitation to participate, but my passport has less than six months validity/I need time to book my flights. What should I do?**

A11) As confirmation of your placement in our course is on **first come, first served basis**, we encourage you to submit the required documents as soon as possible. If your passport is expiring soon, you can upload your current passport in the interim, and email us your updated passport details when available.

As the number of places in our courses are limited, we seek your understanding that we may not be able to accommodate late acceptances or acceptances supported by invalid documents (e.g. expired passport or incorrect eTicket information).

Q12) **My invitation acceptance link has expired. What can I do?**

A12) Please contact us at mfa_scp@mfa.gov.sg or submit an enquiry at our Feedback page with the email subject title "expired acceptance link", and cite your **application ID, full name and course name.**

Q13) I encountered a system error or a technical issue. What can I do?

A13) Please email the following to mfa_scp@mfa.gov.sg:

- [START Technical Issue] as a prefix in the email subject title;
- screenshot of the issue (please try to capture the full page and error message);
- steps taken that led to the issue.

If the error relates to a specific course, please provide the **course name**; if the error relates to an application that you have submitted, please provide the **course name, as well as your application ID and full name**. We will get in touch with you as soon as possible.