

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

<https://form.gov.sg/53cb69f9b20351c00178ea548>

XXX, XXX, XXX

**To be completed by National
Focal Point for Technical
Assistance/ NFP Endorsement
(please affix seal here or attach
Diplomatic Note)**

- Sample of the application form shown for reference.

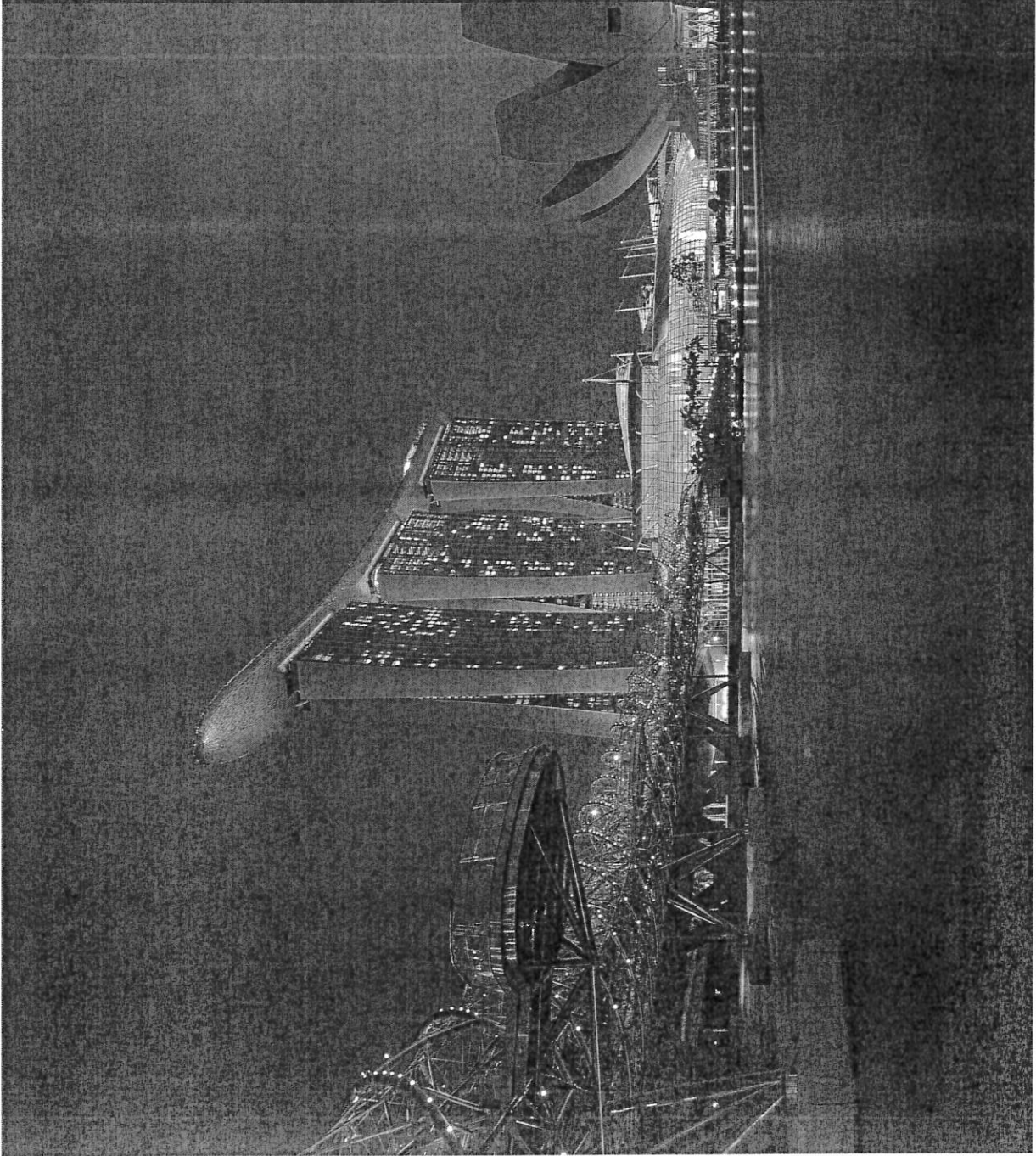
Submitting Endorsement

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

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: mfa_scp@mfa.gov.sg

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

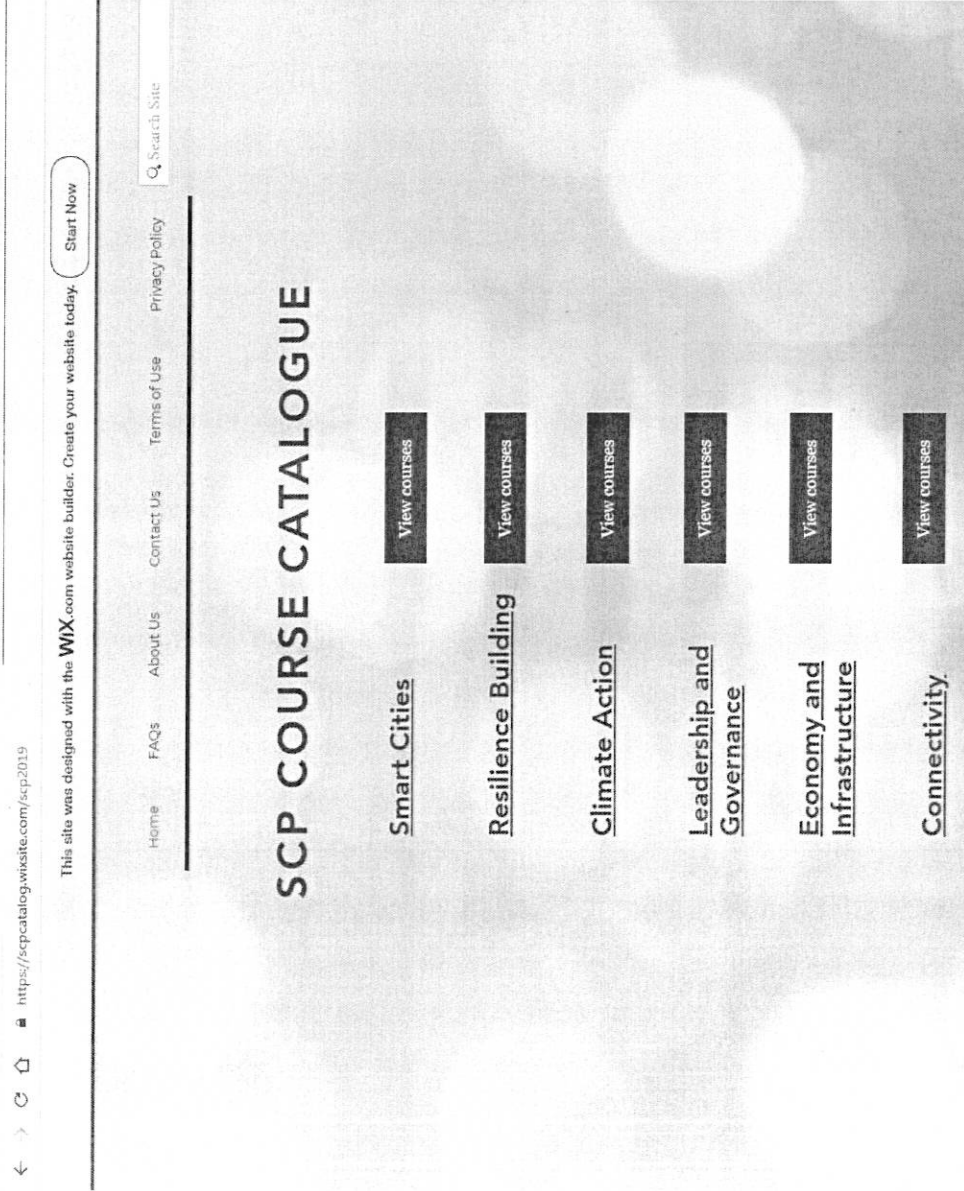
Submit application.

5

Seek NFP endorsement.

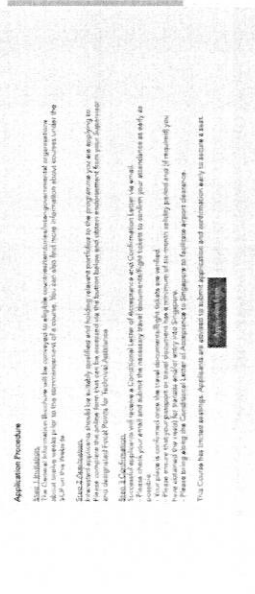
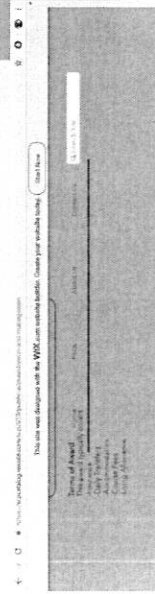
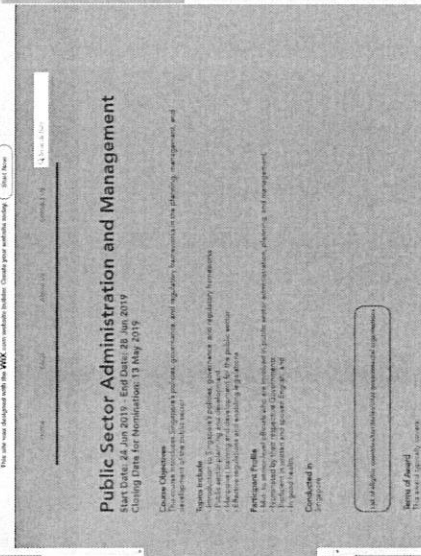
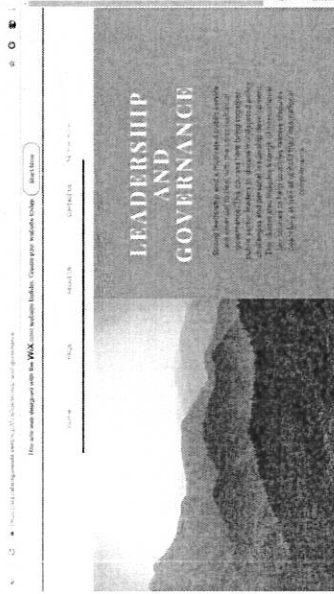
1. Search for a course

- 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/#/54e699b20551e0078ae5d8

MINISTRY OF FOREIGN AFFAIRS
SINGAPORE

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.

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.

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)

! 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.



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, 24 Jun 2019 11:02 AM
Ministry of Foreign Affairs <donotreply@mail.form.gov.sg>
Application for SCPTA: Public Administration and Management (24 to 28 June 2019)

is  This is an internet email. If you are unsure of the content, please check the source before you respond.

Sample Pic.jpg 4 KB response.pdf 24 KB

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@mda.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	http://form.gov.sg/26609b30551a01178a548
Reference Number	SC03554750940017a7e4e
Time Submitted	Mon, 23 Apr 2019 11:33:07 AM
Full Name (as per passport)	David
Solicitation	Me
Please upload a recent passport sized photo of yourself	Sample Pic.jpg
Gender	Male
Date of Birth	23 Apr 1975

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