

A nighttime photograph of the Singapore skyline, featuring the Marina Bay Sands hotel and the ArtScience Museum. The buildings are illuminated, and their lights reflect on the water in the foreground. The sky is a deep blue.

# *APPLICATION GUIDE*

*For Singapore Cooperation Programme Courses*

# *5-Step Application Process*

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1

Search for a course.

2

Check eligibility and course details.

3

Fill in application.

4

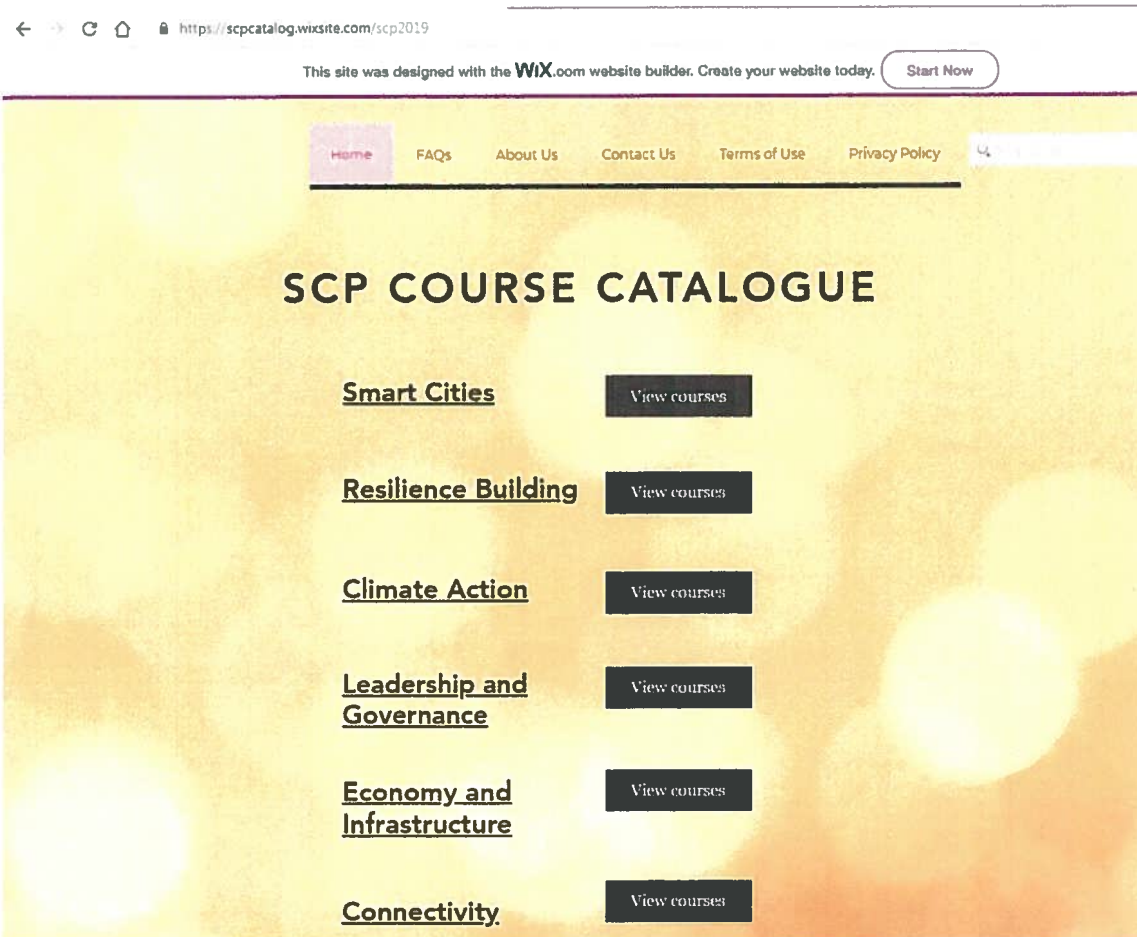
Submit application.

5

Seek NFP endorsement.

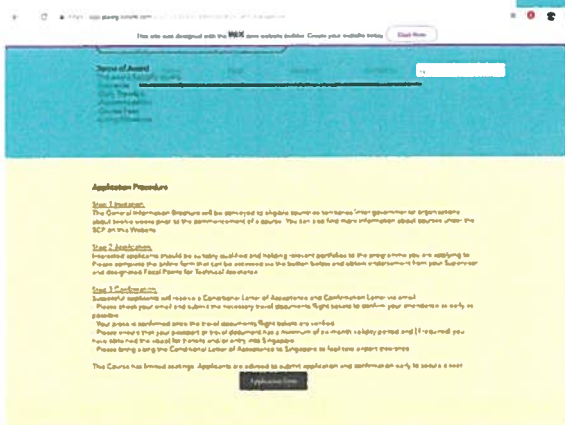
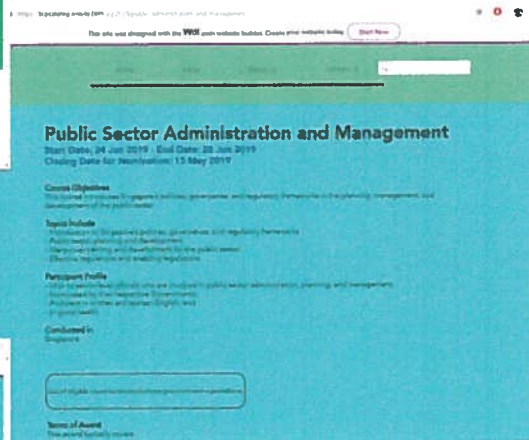
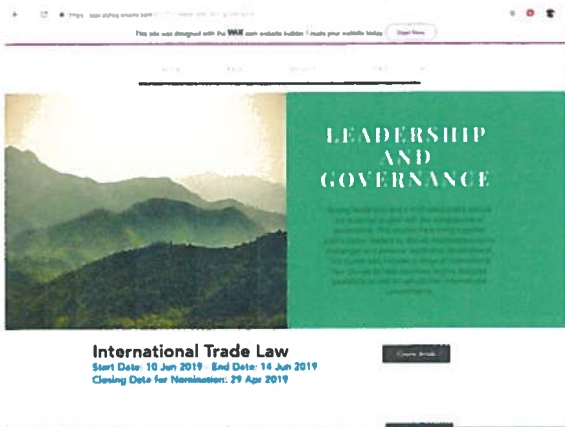
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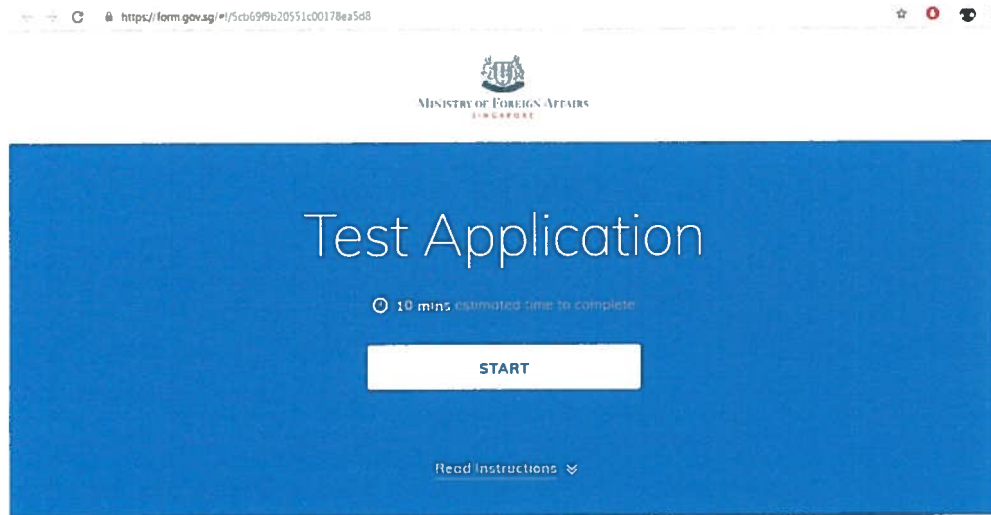
# 1. Search for a course

- 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 of 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*

The screenshot shows a web browser window with the URL <https://form.gov.sg/>. The page has a blue header with a "Read Instructions" link. Below the header, there is an "Instructions" section with the following text: "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." The "Applicant's Details" section is underlined and contains three items: 1. "Full Name (as per passport)" with an empty text input field and a red error message "Please fill in required field" below it. 2. "Salutation" with a dropdown menu. 3. "Please upload a recent passport-sized photo of yourself" with a dashed box for the photo.

- 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.

https://form.gov.sg/#/f5cb69f9b20551c00178ea5d8/preview

Preview mode Edit form

MINISTRY OF FOREIGN AFFAIRS  
SINGAPORE

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

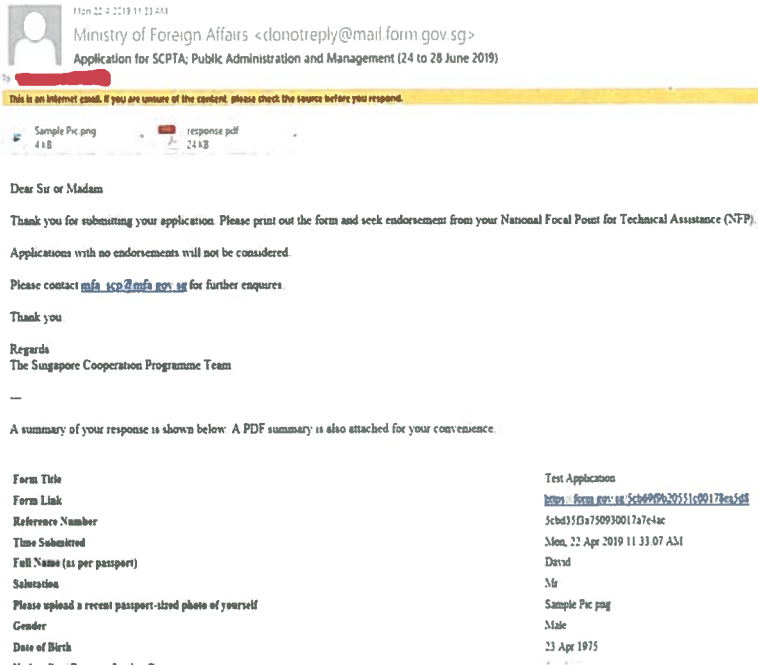
Any other feedback?

## 4. *Submit Application*

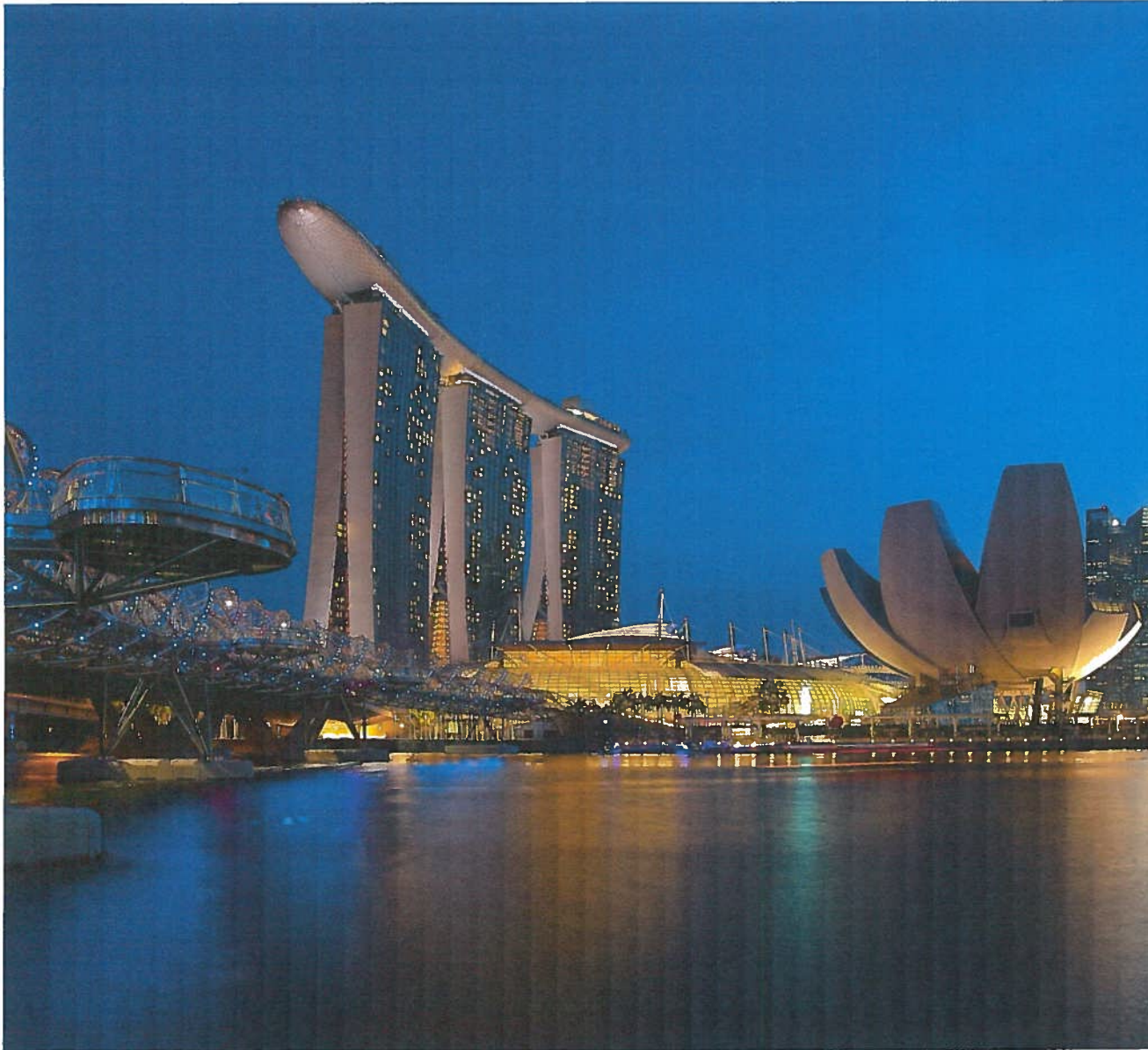
- Once ready, click on the “Submit Application” button.
- You will land on the “Thank You” page (see example on the left) upon successful application.

## 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*

Technical Cooperation Directorate  
Ministry of Foreign Affairs  
Tanglin  
Singapore 248163  
Tel: (65) 6379 8000  
Email: [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)





# *NFP ENDORSEMENT GUIDE*

*For Singapore Cooperation Programme Courses*

## *3-Step NFP Endorsement Process*

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1

Receive  
application.

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2

Review application.

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3

Submit  
endorsement.

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Public Sector Administration and  
Management - 24 to 28 June  
2019

M12922764.0001.12.31.06.9798702311.001769368


Reference Number 5cc04cc5e7398600179e951e  
Time Submitted Wed, 24 Apr 2019 07:47:17 PM  
Please upload a recent passport-sized photo of yourself Acknowledgement.PNG  
Salutation Mr  
Full Name (as per passport) David  
Gender Male  
Date of Birth 23 Apr 1975  
Passport Issuing Country Azerbaijan  
Representing Azerbaijan  
Passport Number A123456BC  
Passport Expiry Date 31 May 2021  
Contact Details (Mobile Number, Office Number) XXX, XXX  
Email Address [REDACTED]  
Current Employment Details (Organisation, Department, Designation) XXX, XXX, XXX

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 [REDACTED]  
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)

# 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.



<b>Job Description</b>	XXX
<b>Reason for Application</b>	XXX
<b>Have you attend any courses under the Singapore Cooperation Programme?</b>	No
<b>Name</b>	XXX
<b>Employment Details (Organisation, Department, Designation)</b>	XXX, XXX, XXX
<b>Supervisor's Email Address</b>	
<b>Please describe why the applicant has been nominated for this course.</b>	XXX
<b>Please describe what skills/knowledge you would like the applicant to gain from this course.</b>	XXX
<b>Acknowledgement</b>	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)**



## 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.

<b>Job Description</b>	XXX
<b>Reason for Application</b>	XXX
<b>Have you attend any courses under the Singapore Cooperation Programme?</b>	No
<b>Name</b>	XXX
<b>Employment Details (Organisation, Department, Designation)</b>	XXX, XXX, XXX
<b>Supervisor's Email Address</b>	[REDACTED]
<b>Please describe why the applicant has been nominated for this course.</b>	XXX
<b>Please describe what skills/knowledge you would like the applicant to gain from this course.</b>	XXX
<b>Acknowledgement</b>	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).



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