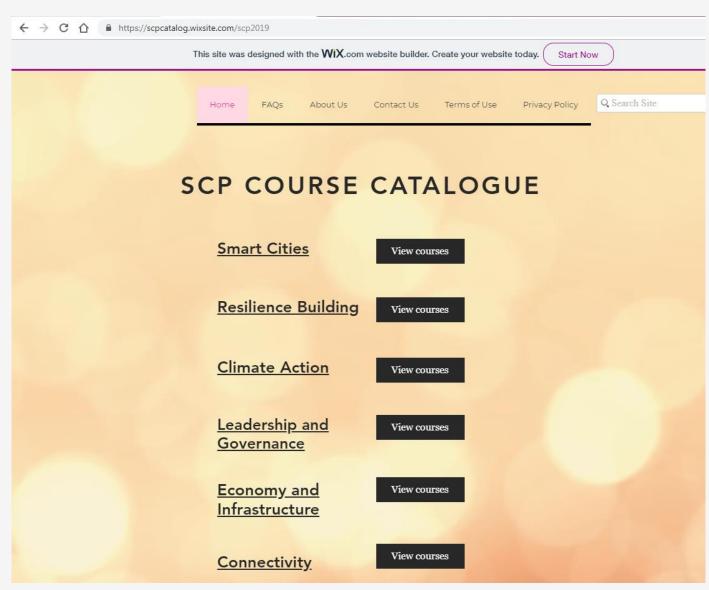
APPLICATION GUIDE

For Singapore Cooperation Programme Courses

5-Step Application Process



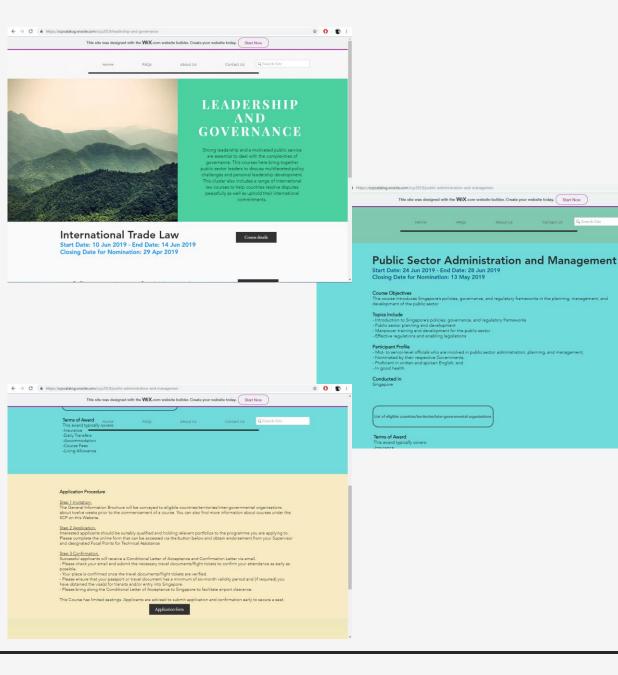


1. Search for a course

• Browse our course catalogue at our website

(http://scpcatalog.wixsite.com/scp 2019).

- 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.

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MINISTRY OF FOREIGN AFFAIRS	
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START	
Read Instructions ♥	

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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

- 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

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.

Applicant's Details

1. Full Name (as per passport)

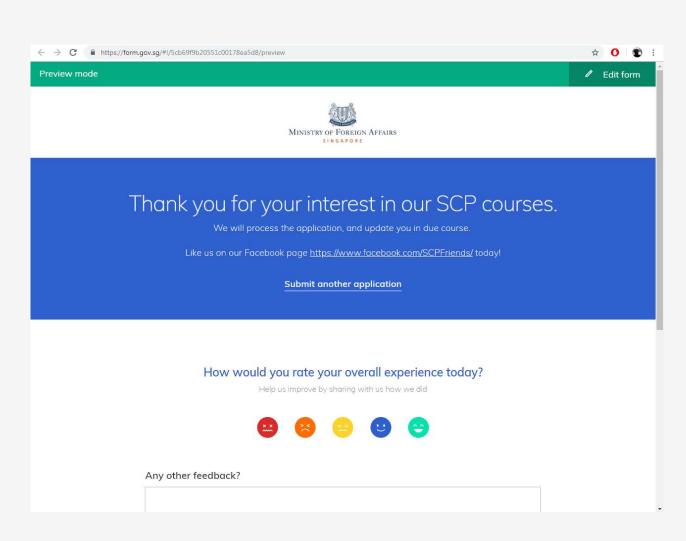
! Please fill in required field

2. Salutation

3. Please upload a recent passport-sized photo of yourself

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.

Mon 22/4/2019 11:33 AM Ministry of Foreign Affairs <donotreply@mail.form.gov.sg> Application for SCPTA; Public Administration and Management (24 to 28 June 2019 is is an Internet email. If you are unsure of the content. please check the source before you respond.

Sample Pic.png 4 KB KB KB 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 mfa scp@mfa.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	https://form.gov.sg/5cb69f9b20551c00178ea5d8	
Reference Number	5cbd35f3a750930017a7e4ac	
Time Submitted	Mon, 22 Apr 2019 11:33:07 AM	
Full Name (as per passport)	David	
Salutation	Mr	
Please upload a recent passport-sized photo of yourself	Sample Pic.png	
Gender	Male	
Date of Birth	23 Apr 1975	

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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