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](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
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.
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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