

Application Procedure and Terms of Award

The General Information Brochure for each course will be conveyed to eligible countries/territories about eight weeks prior to the commencement of the course. Countries not on the list of eligible countries may apply for courses relevant to their human resource development needs. Places for non-eligible countries/territories will be given careful consideration and awarded on a case-by-case basis.

Interested applicants for SCP training programmes should satisfy the following criteria:

- ▷ Nominated by their respective Governments or National Focal Points for Technical Assistance
- ▷ Suitably qualified to attend the training programme, as assessed by the training agency
- ▷ Proficient in English, i.e. have a good command of spoken and written English (Please note that there will be no interpretation provided during the training)
- ▷ In good health and medically fit to complete the course
- ▷ Be able to attend the training programme for the full duration of the course

Application for Training Programmes

Applications should be:

- ▷ Fully completed and submitted using the application form (in duplicate copies)
- ▷ Endorsed by the respective Government or National Focal Point for Technical Assistance

Successful Applicants

Successful applicants will be issued a Letter of Acceptance. The Letter of Acceptance provides detailed information on terms and conditions for participation in the training programme.

Successful applicants should complete the Confirmation Letter attached to the Letter of Acceptance and fax it to the Singapore Ministry of Foreign Affairs at (65) 6479 3357 to facilitate administrative and logistical arrangements.

Successful applicants should carry the Letter of Acceptance with them to Singapore to facilitate clearance at Airport Immigration. They should continue to carry this Letter of Acceptance with them as a form of identification during the period of training in Singapore.

Visa Requirements

To facilitate entry into Singapore, successful applicants are requested to ensure that their passport or travel document has a minimum six-month validity period beyond the scheduled date of departure from Singapore. In the Letter of Acceptance, successful applicants will be informed if they require a visa to enter Singapore. They should ensure that they submit the necessary visa applications, including for transit visas, at least two weeks prior to their departure for Singapore. Successful applicants may also check with the nearest Singapore Embassy about their visa requirements or our consular website for visa information at http://www.mfa.gov.sg/content/mfa/consular_information/foreigners_visiting_singapore.html

Vaccination Certificate Requirements

For entry into Singapore, a valid yellow fever vaccination certificate is required from travellers who, within the preceding six days, have been in or have passed through any country endemic for yellow fever. The International Certificate of Vaccination for yellow fever is considered valid 10 days after vaccination and is valid for a period of 10 years. Successful applicants without vaccination certificates or with vaccination certificates that are less than 10 days old will be subjected to a risk assessment by the Airport Health Office. If entry is denied, he or she will be required to take the next flight out of Singapore.

Terms of Award

Successful applicants will be offered one of the following training awards under the SCP:

- ▷ Singapore Cooperation Programme Training Award (SCPTA)
- ▷ Small Island Developing States Technical Cooperation Programme (SIDSTEC)

A list of countries eligible for the SCPTA and the SIDSTEC can be found on the following pages.

Both awards cover:

- ▷ Training costs
- ▷ Accommodation for the duration of training in Singapore, one day before the start of the training programme (after 2pm) to one day after the end of the training programme (before 12 noon)
- ▷ Training allowance from first day to last day of the training programme
- ▷ Basic Group Accident and Hospitalisation Insurance during the stay in Singapore*
- ▷ Airport meeting services**

* The Group Accident and Hospitalisation Insurance does not cover pre-existing illnesses and outpatient medical/dental treatment. Participants are advised to obtain their own travel insurance and are fully responsible for any costs arising from loss or theft of personal belongings.

** An SCP Liaison Officer (SCPLO) representing the Singapore Ministry of Foreign Affairs will receive the participants at the Information Counter in the Arrival Hall of the Singapore Changi Airport and accompany them to the designated hotel or accommodation. On completion of the training, the SCPLO will also accompany the participants to the Singapore Changi Airport on the designated day of departure from Singapore.

Participants are required to make their own flight arrangements. ***They should arrange the flight itineraries such that they arrive in Singapore one day before the start of the training programme and depart one day after the end of the training programme.*** Participants should also ensure that their flight itineraries have "Confirmed" status with the airline/s for the return trip home.