SUPERVISOR'S ENDORSEMENT GUIDE

For Singapore Cooperation Programme Courses

https://www.scp.gov.sg

Version 1.0

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Endorsement Process

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Access endorsement link via email

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Verify applicant's particulars

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Provide endorsement details and submit

Supervisor's Endorsement

- If an applicant declares you as his/her Supervisor in an application for a SCP course, you will receive an email with a link to endorse the application.

Access Email Endorsement Link

- Upon clicking the link:
  - A new browser tab/window will open, requiring you to enter a **One Time Password (OTP)** for security purposes.
  - The OTP will be sent separately to you via email.
- Key in the OTP and click **Submit OTP**.

Review Application

- Once you have entered the OTP, you will be brought to an Endorsement Page.

- Endorsement Status appears as "PENDING ENDORSEMENT".

- Please review the course information and applicant's particulars.

Endorse Application

- If you wish to endorse the applicant, fill in the description fields for:
  - "Why the Applicant has been nominated"; and
  - "What skills/knowledge you would like the applicant to gain".

- Click on the **Endorse** button.

- The page will refresh and reflect the Endorsement Status as "ENDORSED".

Points to Note

- Please submit your endorsements **within three (3) days** of receiving the email link.

- Endorsements are final and cannot be changed.

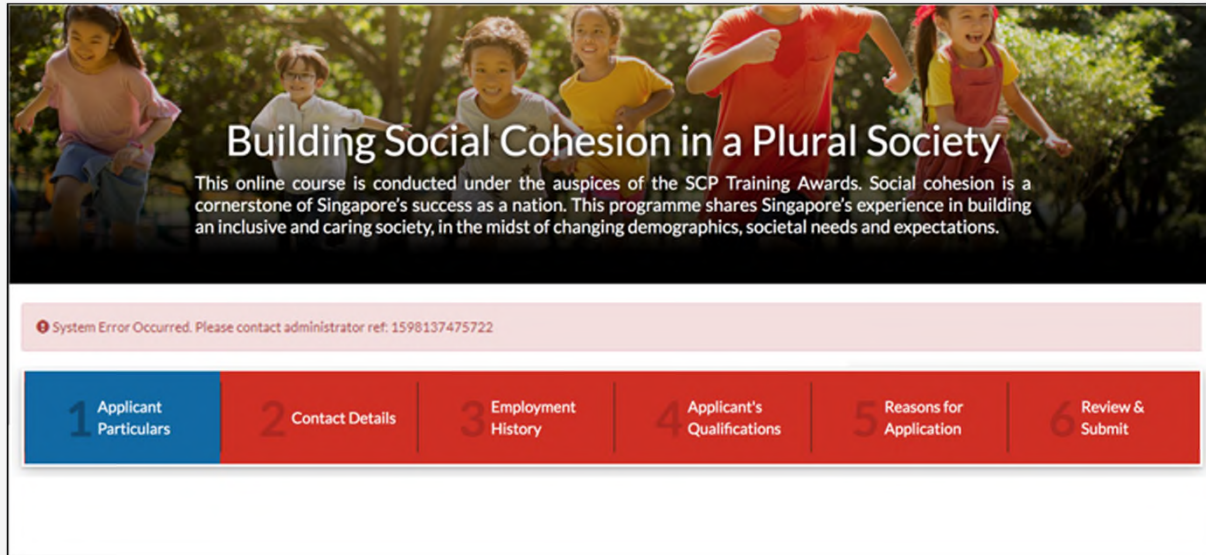- Please email us at MFA_SCP@mfa.gov.sg if you have any queries on the endorsement process.

FAQ

- Please visit our FAQ page to find out more about the application process.

- If you have further queries, please contact us via the Feedback page.

- The links to the Feedback/FAQ pages are on the menu on the top right of every page on our website.

Technical Support

- If you encounter a system error or technical issue, please email the following to MFA_SCP@mfa.gov.sg:
  - **[START Technical Issue]** as a prefix in the email subject title;
  - **screenshot of the error** (please try to capture the full page and error message);
  - **steps taken that led to the error**;
  - **Application ID** (found near the top of the page); and
  - the **Course Name**.

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