

APPLICATION FAQ

ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

COURSE SEARCH

Q1) The course I would like to apply for is missing an “Apply for Course” button.

A1) This course is likely closed for application. The reason for not being able to apply for this course will be shown in the Application Procedure section.

APPLICATION

Q2) Do I have to provide passport details when applying for a course?

A2) Passport details is not necessary for application. But will be required before accepting the course invitation.

We recommend that your passport details be submitted early to avoid any delays when accepting your invitation.

Q3) I can't get past the first page of the application. A popup keeps appearing telling me I am not eligible for this course.

A3) This popup indicates that the country / organisation that you are representing is not eligible for this course.

You may also check the course's Eligible Countries/Organisations section for the country that you are representing.

Q4) Do I need to accept the invitation to attend the course?

A4) Yes, accepting the invitation confirms your attendance for the course and is on a first come first served basis.

Note that after accepting the invitation, we will check your passport and eTicket (if any) details. If we find any issues with them, your acceptance will be rejected.

Q5) My application was rejected

A5) Rejected applications are final, if you wish to appeal for your application make sure to include the **application ID, full name, and course name**.

Q6) My invitation acceptance was rejected, expired, or closed what do I do?

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- A6) Rejected invitations would allow you to re-accept your invite. However, make sure to check your passport details and the eTicket you are uploading before re-accepting. Expired and closed invitations are final, if you wish to appeal for your application make sure to include your **application ID, full name, and course name**.

SOP