

DEVELOP National Program



Guidelines for Application

**You will not be able to save information in the PDF application form. You will need to fill out the application on the computer that you will print from.*

Your completed application packet must include the following:

1. Completed application form
2. First letter of recommendation (New Candidate Application Only)
3. Second letter of recommendation (New Candidate Application Only)
4. DEVELOP essay (New Candidate Application Only)
5. Formal resume
6. Unofficial academic transcripts, including the term before the one to which you are applying.
***Note:** if selected, you will be required to submit an official transcript for verification.

All documents required to complete the application must be postmarked by the application deadline listed on the website and addressed to the address below. Incomplete applications, or those postmarked after the deadline, may not be considered.

DEVELOP National Program Office
NASA Langley Research Center
Mail Stop 307
Hampton, VA 23681

Applications must be **typed** and submitted with **original signatures**. Do **NOT** staple or put your application in a folder or page protectors.

Please complete the application thoroughly. Although providing the information requested is voluntary, failure to provide complete answers may affect the review and consideration of your application.

The following websites are fundamental to understanding DEVELOP and its goals:

NASA Science Mission Directorate: <http://science.nasa.gov>
NASA Earth Science Division: <http://science.nasa.gov/earth-science>
NASA Applied Sciences Program: <http://appliedsciences.nasa.gov>
DEVELOP National Program: <http://develop.larc.nasa.gov>

Letters of Recommendation (New Candidate Application Only)

Two letters of recommendation are required: one from an academic source, the other preferably from a previous employer or mentor; if necessary, a second letter from an academic source is acceptable. Letters should be in sealed envelopes and included in the application packet; however, letters may be sent separately by the recommender directly to DEVELOP at the address above. If sent separately, letters must also be postmarked by the application postmark deadline. Letters of recommendation should focus on the applicant's:

- Ability to work effectively in a team environment
- Critical thinking skills
- Dedication/commitment to completing work
- Creativity
- Motivation for excellence
- Professionalism
- Ability, flexibility, and interest in learning new concepts and ideas
- Leadership abilities

DEVELOP National Program

Selection Process

The DEVELOP National Program is designed to provide selected interns with an opportunity to perform meaningful research under the guidance of mentors who are accomplished professional research staff. If selected, you will not be an employee of NASA or a company, but an independent researcher working under a contract relationship.

Applicants will receive receipt confirmation of their application by email within two weeks after the postmark deadline. Applications will be reviewed by the National Program Office, as well as the center(s) to which the intern applied.

If selected for an interview, applicants will be contacted to arrange an interview day and time. Interviews will be conducted in person (when possible) or over the phone (if the applicant is not local). Interviews will be conducted by one or more members from the DEVELOP Program and may include mentors and center or project leads.

After the selection process is complete, each applicant will receive notification regarding the outcome of the selection decision.

Please check the “Apply” and “Questions?” pages on the DEVELOP website (<http://develop.larc.nasa.gov>) for additional information regarding the application process. You may also contact us directly if your question is not answered: NASA-DL-DEVELOP@nasa.gov or (757) 864-3761.