

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.*

Who is Eligible to Apply to DEVELOP?

Individuals pursuing to further their experience in the Earth sciences and remote sensing, including currently enrolled students, recent graduates with an undergraduate or graduate degree, and early/transitioning career professionals.

General Eligibility Requirements:

- At least 18 years of age
- Minimum 3.0 GPA on a 4.0 scale (at current or last institute of higher learning)
- Ability to provide personal transportation to and from the DEVELOP location
- Strong interest in Earth science and remote sensing
- U.S. citizenship is required to apply to DEVELOP locations at NASA Centers

In addition to meeting the general eligibility requirements stated above, each applicant must meet the additional requirements specific to their applicant classification:

- **Currently Enrolled Students** – Students who are currently enrolled at a U.S. accredited community college, undergraduate or graduate college or university. Open to all majors.
 - Evidence of enrollment at an accredited U.S. school (acceptance letter or current unofficial transcripts)
 - Minimum 3.0 GPA on a 4.0 scale (cumulative or most recent)
- **Recent Graduates** – Individuals who have graduated with an undergraduate or graduate degree from a U.S. accredited college or university within the past two years.
 - Evidence of successful graduation from a college or university (diploma or transcript showing graduation)
 - Minimum 3.0 cumulative GPA on a 4.0 scale at last institution of higher learning
 - Eligible within two years after graduation to apply for up to four terms with DEVELOP
- **Early/Transitioning Career Professionals** – Individuals transitioning to a new career field, who are pursuing further experience in the Earth sciences and remote sensing (including transitioning/recently transitioned veterans from the U.S. Armed Forces).
 - At least two years of work experience in a professional environment
 - Minimum 3.0 cumulative GPA on a 4.0 scale from last institution of education
 - Eligible within two years after leaving previous career/service to apply for up to four terms with DEVELOP (U.S. Veterans must provide evidence of service and release/discharge - DD Form 214)

Which Application Should I Fill Out?

- **New Candidate Application** – new applicant who has never been accepted for a DEVELOP opportunity before
- **Previous Candidate Application** – applicant who has previously participated in the DEVELOP Program

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

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Selection Process

The DEVELOP National Program is designed to provide selected participants 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.