Creating a GISS Internship Application

All instructions in this PowerPoint will be in black font in a white box with dark red borders. Dark red boxes, arrows, and circles will highlight items on the slide screenshots.
Click on “Fall 2018 Application” (or current session/year) to create a profile and apply.

Click on “Projects” to view all available internships at NASA Centers.
Complete qualifying questions to access internship application platform.

You must be a U.S. citizen, a full-time student, and at least 16 years old to apply to GISS internships.
Put your full legal first name and last name. You can add a middle name at a later date.
Check your email (and spam folder) for a message from NASA Internships.

Hi,

Welcome to the NASA Internships online application. Click the following link to create your account:

https://nasa.force.com/login?c=I5PQtB32d7OWql6VDHH5t8gYsfUaRiRR5pk1sEbf2u9goJbX1tcOBE5q9%2BodY6DFxEkbD6pLn5na%2FGl0aUs68E10UnYEOFv5nh4jOGHeNSCSbmn5byBKRCnF5s1NvUnA8HN0rgaxac2GNK6glicCdBGOiK5%2BLWOTTs2jkciNlsA1A%3D%3D)

Your username is:  

Thank You,

NASA Internships Team

Click the link to log in.
Create a password, confirm it, and click “Change Password”
Create your application profile first.

You can only search projects after the application profile is created.
Enter your full name. Do not put nicknames or initials.
From this page on you can choose to save and continue or save and finish later.

If your permanent or school address is not within 50 miles of GISS, but you have another form of local housing, put that address here.

Navigate between current and saved application pages here.
Check your student level and eligibility if you have recently graduated.

Slide marker to set GPA
Search for your high school or university. Avoid abbreviating or misspelling your school’s name or you may be prompted to create a new school.

Select your school from the drop down menu. Choose the most official name for your school from the options i.e. CUNY City College, not City College, or New York University, not NYU.
If your school is not found, and you have checked the spelling and official name of your school, then enter your school’s information manually. Use the most official name and address for your school.
Select your major or, if not listed, select a subject area that your major falls under.

Click to save your school information in the table below.

Once your school information appears here, repeat the process for additional schools or click “save and continue”.

Save and Continue  Save and Finish Later

Scroll to the bottom of the page to “Save and Continue”.

Save School Info
Click “Save Employment” and your entry will appear in the table below. Repeat the process to add all relevant employment history.

Do not include volunteer activities in this section.
Include volunteer experiences, clubs and other organized activities in this section.
Check that the correct file has been uploaded before moving on.

Follow instructions for uploaded documents carefully.
List programs, software and languages, as well as **proficiency level** where relevant.

Academic, computer, and technical skills from your transcript should also be listed in these sections.
Similar to other sections of the application, if you do not have the relevant experience, you can check this box and move on.
When possible, send to a recommender’s .edu or work email, rather than a personal email.

Keep track of your required recommendation letter status here.
Once your profile is complete, you can submit and begin searching for internships.
Go to “Choose availability” now or return later by using the menu or homepage options.
Click each drop down menu to select the session you are applying for, your academic level and the you center preference, such as the Goddard Institute for Space Studies.

Save your availability and check that it appears in the table below.

Click “Available Projects” to go to next step.
To find GISS projects, filter by Center and select “Goddard Institute for Space Studies (GISS)”. 
Hit “Search” and GISS internships will appear in a table. Try starting with a search of all GISS internships before adding additional filters.

Once you have selected GISS as a center, you can add additional filters.
Click project title hyperlinks to view a pop-up description of the project and requirements such as computer skills or academic level.

Clicking a hyperlink does not take you to a separate page or tab and does not mean you have applied to the internship.

Don’t forget to check if there is a second page!
Pay attention to project criteria such as academic level.

Some GISS internships advertised in the Fall Session are part of year long programs. Check the internship title and/or project description for this information.
To apply, select the internship boxes to the right and hit “save” in the bottom left hand corner. You can apply to more than one internship at a time or add applications later.
Your completed applications will be listed on this page. Click “+Add More Projects” to repeat the internship search.
If you run into any additional technical problems, please contact GISS Education Program Specialist Matthew Pearce (matthew.d.pearce@nasa.gov).