

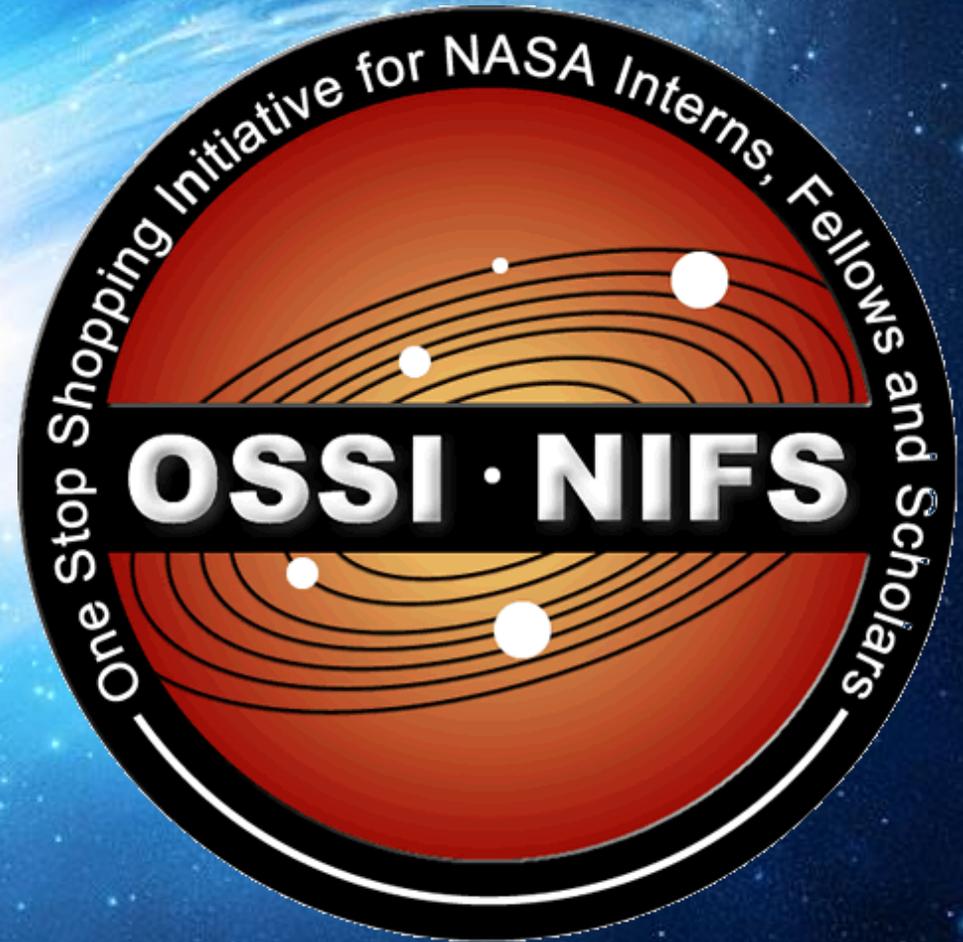
The background of the slide is a deep blue space filled with numerous small, bright stars. A prominent feature is a large, glowing nebula or galaxy structure in shades of blue and white, with intricate, swirling patterns that suggest a complex, dynamic system. The light from the nebula creates a bright, ethereal glow that illuminates the surrounding space.

# Applying to OSSI

NASA's One Stop Shopping Initiative

# Program Requirements

- Must be a US Citizen
- Must be at least 16 years old
- Must be a student
- Must have at least a 3.0 GPA on a 4.0 scale



Go to  
<https://intern.nasa.gov>

**NASA OSSI Online Career Week**

The 2015 Fall Session internship application is from 3/3/2015 — 5/31/2015

Using Google Chrome or Firefox as your browser works best with OSSI

Click on the “internship application” link (via either link)

**OSSI Student Opportunities and Recruitment Tools**

**NASA Internships, Fellowships, and Scholarships**

NASA One Stop Shopping Initiative (OSSI)  
Student Assistance | More Details | Mentor Login

- Internships: Pre-College | Undergraduate | Graduate
- Fellowships
- Scholarships

NASA Pathways

- More Details
- Intern Employment (IEP)
- Recent Graduate Program (RGP)

**Student Information, Requests, and Community Outreach**

NASA Student Ambassador Virtual Community  
Launch | More Details | Request Ambassadors

OSSI Information Center (OIC)  
Launch | More Details | Tutorial

Student Online Research Journal  
Launch | More Details | Mentor Login

Community Outreach Express Email Service  
Registration  
Launch

**NASA OSSI Online Career Week**

The NASA OSSI Online Career Week will connect you with NASA, STEM employers and top graduate programs nationwide. Engage with representatives from all 10 NASA centers to learn about internship, scholarship, and fellowship opportunities available at NASA. Interact with recruiters from top STEM employers, and explore internship and job opportunities in the private sector. Learn about highly ranked STEM graduate programs and network with admissions

# OSSI One Stop Shopping Initiative NIFS

Recruiting NASA Interns, Fellows and Scholars

Home Search Opportunities Log in/Register

### OSSI Members Log in Here

\* Email:   
\* Password:

 SIGN IN

[Forgot your password?](#)

### Don't have an OSSI Account yet?

By creating a new OSSI account you will be able to do the following:

- Create and maintain student profile
- Save opportunities of interest
- Apply for Internships, Fellowships and Scholarships

 Register as a Student

 Cancel

Click the "Log In/ Register" tab and then "Register as a Student" if you do not already have an account, or log in with your credentials



# OSSI One Stop Shopping Initiative NIFS

Recruiting NASA Interns, Fellows and Scholars

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Getting Started Update Registration Information Preferences

## Welcome thryn

OSSI is your one stop shop for Internships, Fellowships, and Scholarships for NASA opportunities. Your "home" page provides you with a dashboard view of NASA opportunities to which you have either expressed interest in or applied. Refer to the Getting Started section for a step-by-step process you should follow.

### Interest Profile

Your Interest Profile contains fields of interest, preferred locations, and other information that allows you to search easily for opportunities. This helps can allow the system to notify you when applica

Your Interest Profile was Last Updated On: 02/1

[Update Your Interest Profile](#)

### My Opportunities

You have 1 opportunity which you have applied to for consideration. You have 1 opportunity which you have saved to your interest queue.

[View Your Selections](#)

From your Home page you can then click on "Getting Started" if this is your first time on OSSI or "Update Your Interest Profile"



Contact Us  
Mobile Site

# OSSI One Stop Shopping Initiative NIFS

Recruiting NASA Interns, Fellows and Scholars

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In the "Getting Started" tab you can see the deadline dates, read about the different features on OSSI for students, and view helpful videos by clicking on "Videos & Tutorials"



### What is OSSI?

OSSI is a NASA-wide system for the recruitment, application, selection and career development of undergraduate and graduate students primarily in science, technology, engineering and mathematics disciplines. Opportunities for students in other disciplines are available.



### Key Features for Students

Students have the ability to search and apply for all types of NASA internship, fellowship, scholarship opportunities in one system. A single internship or fellowship application places students in the applicant pool for consideration by mentors for all NASA internships or fellowships.

» [Read More](#)

### Calendar for Students

**11/01/2014 - 09/09/2015**  
Submit Fellowship Application for Academic Year 2015 - 2016

**11/10/2014 - 03/02/2015**  
Submit Internship Application for Summer 2015 Session

**12/23/2014 - 03/31/2015**  
Submit Scholarship Application for Academic Year 2015 - 2016

» [Read More](#)

### Student Discovery

- Basic Eligibility Internships Fellowships Scholarships
- Student Assistance
- Frequently Asked Questions
- Video Tutorials for Students

### Getting Started for Students

1. Register in OSSI by going to the 'Log in/Register' tab
2. Create an interest profile to specify your areas of interest;
3. Complete an application;



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## OSSI Videos

Choose a video to view.



OSSI, Connecting students and mentors

Transcript



Student Tutorial: Registration, Profile, and Application

Transcript



Student Tutorial: Searching For, and Applying to, Opportunities

Transcript

**Student Tutorial PowerPoint Presentation**  
(for low-speed Internet connections)

Go back

Simply click on any of the videos to view them

# OSSI One Stop Shopping Initiative NIFS

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Getting Started | Update Registration Information | Preferences

### OSSI Videos

Choose a video to view.

OSSI, Connecting students and mentors

Transcript

Student Tutorial: Registration, Profile, and Application

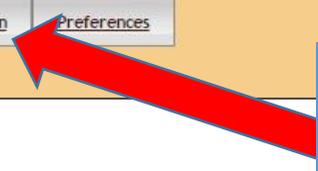
Transcript

Student Tutorial: Searching For, and Applying to, Opportunities

Transcript

**Student Tutorial PowerPoint Presentation**  
(for low-speed Internet connections)

Click on "Update Registration Information"



Go back

# OSSI One Stop Shopping Initiative NIFS

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## OSSI Registration

In order to apply for NASA Internships, Fellowships, and/or Scholarships in OSS, you must first register your contact information, account information, and current institution.

A \* by a field name indicates that the field is required.

Here you can update your contact, account, and education information

### Contact Information

\* First Name:

Middle Name:

\* Last Name:

Former Last Name (if applicable):

\* US Citizen?  Yes  No

### Permanent Address (home address):

\* Country/Region:

\* Address Line 1:

Address Line 2:

\* Town/City:

\* State/Province:

Re-enter Password:

- + It should not have any identifying information about you, a relative or a pet, such as name, Social Security Number, date of birth, etc.
- + It cannot be among the last ten passwords you have used for this system nor can it have been used in this system within the past 180 days.

### Current Institution

\* Current Academic Level:

\* High School Name:

Please indicate the institution you are currently attending or planning to attend:

\* Institution: ?

\* Academic Discipline/Major: ?

Specify, if 'Other - Not Listed':

\* Planned graduation date:

### Completed Degree(s)

Institution Name: ?

Degree Obtained:

Graduation Date:

Academic Discipline/Major: ?

Specify, if 'Other - Not Listed':

If you are in High School, type in the name of your High School and then click "Find Institution", input the information for the college or university you are **planning** on attending, the discipline you want to study, and your planned graduation date from college

Re-enter Password:

- + It should not have any identifying information about you, a relative or a pet, such as name, Social Security Number, date of birth, etc.
- + It cannot be among the last ten passwords you have used for this system nor can it have been used in this system within the past 180 days.

### Current Institution

\* Current Academic Level:

Please indicate the institution you are currently attending or planning to attend:

\* Institution:

\* Academic Discipline/Major:

Specify, if 'Other - Not Listed':

\* Planned graduation date:

### Completed Degree(s)

Institution Name:

Degree Obtained:

Graduation Date:

Academic Discipline/Major:

Specify, if 'Other - Not Listed':

If you are in college or pursuing a degree higher than bachelors, click "Find Institution" and input all of the necessary information. If you have completed a degree previous to the degree you are currently pursuing, then input that information under Completed Degrees.

\* Have you served in the United States Military Service?

\* Disability (select all that apply): ?

- I do not have a disability
- I do not wish to identify my disability status
- Hearing
- Vision
- Missing Extremities
- Paralysis
- I have a disability, but it is not listed
- Other Impairments

\* Specify, if 'Other':

Are any special accommodations requested?

\* Briefly describe the type of accommodation requested: ?

Make sure to click the save button on the bottom of the screen after you are finished!



Contact Us  
Mobile Site

### Create/Maintain Student Profile

Please complete the form below with information about your areas of interest. This will allow you to search for NASA internship and fellowship opportunities easily. The system will also allow the system to automatically notify you of new opportunities that match your interest. Please note that the more criteria you select below, the more focused/limited your matched opportunities will be. If you don't want to narrow your results by any of the sections below, please leave them blank.

A field name indicates that the field is required.

#### Create/Maintain Student Profile

Highest education level attained, at the time opportunity would start: ?

Academic level when the opportunity begins:

College - Senior

Note: Graduating high school seniors must have a letter of admittance to an accredited US college or university to qualify for an internship.)

Select the opportunity type you are interested in applying for: ?

Internship

Your Preferred Location(s):

NASA internships and fellowships are located at NASA Centers. You can select the location(s) you are interested in below. Please note that you may select up to 10 Centers. For multiple selections, hold down Ctrl (Command for Macs) while clicking selections. Remember, if you are open to all locations, do not select anything

For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.

#### NASA Center/Facility:

- Goddard Space Flight Center (Greenbelt, MD)
- IV and V Facility (Fairmont, WV)
- Jet Propulsion Laboratory (Pasadena, CA)
- Johnson Space Center (Houston, TX)
- Kennedy Space Center (Kennedy Space Center, FL)
- Langley Research Center (Hampton, VA)

Select sessions you are interested in applying for: ?

For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.

After clicking on "Update Your Interest Profile" from the Home page or clicking "My Interest Profile" tab along the top, you then can update your information about the type of opportunity you are applying to, what specific centers you are interested in working at, etc.



Select sessions you are interested in applying for: ?

multiple selections, hold down Ctrl (Command for Macs) while clicking selections.

Year Long 2015  
Summer 2015  
Fall 2015  
Spring 2016

Areas of Interest:

Select disciplines that you are interested in (note: this field is not limited to only your academic majors and minors).

Highlight the areas that interest you and select the right button to add it to your search criteria. To move an area out of your search criteria, highlight it and select the left button. Please note that you may select up to 10 Disciplines/Majors. For multiple selections, hold down Ctrl (Command for Macs) while making selections.

Available Areas of Interest:

Business - Accounting  
Engineering - Aerospace Eng.  
Engineering - Biomedical Eng.  
Engineering - Chemical Eng.  
Engineering - Civil Eng.  
Engineering - Computer Eng



Selected Areas of Interest:

Business - Business Admin  
Business - General  
Business - Procurement  
Business - Human Resources  
Business - Personnel  
Business - Public Affairs

Enter keywords for opportunities you are interested in ?

Text input field for keywords

Email me if additional opportunities are added that match my profile: ?

Weekly

Save Profile

Cancel

You can also select what session you want to apply for and areas of interest. You can select more than one option by holding down the control button. For areas of interest, be sure to click the green arrow buttons to move the choices into the "Selected Areas of Interest" box to the right. Make sure you click "Save Profile" at the bottom!

# OSSI One Stop Shopping Initiative NIFS

Recruiting NASA Interns, Fellows and Scholars

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  - Fellowships
  - Scholarships
  - Other Programs

## Internship Application (Spring 2016)

### Internship Application Instructions

Please complete the Internship Application below. Once you complete and submit your application, you will be placed in the applicant pool for consideration for all NASA Internships. Mentors will be able to view your application and may get in touch with you if they have any questions. You may also apply to up to 15 opportunities. To search for and apply to opportunities, go to the "Search Opportunities" tab.

As you complete your application, please make sure that you spell out acronyms and please do not use abbreviations.

### Internship Application ?

Section	Status
General Information	Please Update
Educational History	Please Update
Work/Volunteer History	Please Update
Letter of Recommendation	Please Update
Skills, Awards, and Educational Activities	Please Update
Terms of Acceptance	Not Accepted

### Previous Applications

Internship Application Summer 2015

Go to the "My Applications" tab along the top and then select what type of opportunity you would like to apply to

Click on the names of the different sections of the Internship Application to fill out each section. Remember to click save at the end of each section!

# Letter of Recommendation

- Having 1 Letter of Recommendation is required in order for you to be eligible for opportunities.
- You will not be able to select your top 15 opportunities of interest and mentors will not be able to view your application from the applicant pool until your letter has been submitted.
- Once your reference submits the letter in the system, you will automatically be eligible (i.e. no further action is needed).

### Request a Letter of Recommendation

Instructions:

- Only one letter of recommendation is required to complete your application (however, you can add as many as you would like).
- Before entering their information below, contact your reference and ask if they are willing to provide a letter of recommendation.
- Tell your reference to expect an email from "ossi@nasa.gov" entitled "NASA - Letter of Recommendation Request".
- Provide the name, relationship, phone number, and email address of the reference in the fields below.
- Click one of the "Send Request" buttons. The system will automatically email a request.
- After you select one of the buttons below to send the request, the system will automatically email a request, and your reference will show up in the table above with a status of "Requested".
- You can submit additional recommendations, if desired, by repeating the same process.

Examples of relevant recommendations include: professors, teaching assistants, academic advisers, faculty from an institution previously attended, teachers from high school (if recent enough), employers/supervisors who can speak of your relevant experience, credentials, academic potential, etc. Please do not have family members submit a letter of recommendation. For fellowship applications, you must have 1 letter of recommendation from a faculty advisor.

Your reference will be requested to provide the following information in their letter: their relationship to you, why they think you merit a NASA opportunity, examples of your abilities and talents, academic and/or extracurricular activities, and leadership capabilities/achievements.

Please complete the fields below with information on the person you would like to write your letter of recommendation.

\* First Name:

\* Last Name:

\* Relationship (i.e., professor, TA, etc.):

\* Telephone:  (format: ###-###-####)

\* Email Address:

\* Confirm Email Address:

Make sure you contact your reference and give them enough of a notice so they are able to complete your letter of recommendation in time before the deadline. Your application is not considered complete until you have at least one letter of recommendation submitted!



# OSSI One Stop Shopping Initiative

Recruiting NASA Interns, Fellows and Scholars

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- My Opportunities

Click the "Search Opportunities" tab along the top once you complete your application to then search for potential opportunities to apply to. Fill in the different fields...

## Student Search for Opportunities

In addition to being placed in the applicant pool once you complete and submit your application, you can submit your interest in up to 15 opportunities of your choice for which you would like to be considered. This tab allows you to:

- Search for opportunities that match your interest
- Save opportunities of interest for future viewing
- Prior to the application period ending, submit your interest in up to 15 opportunities

Mentors will receive your application and may get in touch with you if they have any questions.

Please note that the more criteria you select below, the more focused/limited your results will be. If you don't want to narrow your results by any of the sections below, please leave them blank.

A \* by a field name indicates that the field is required.

### Student Search for Opportunities

Academic level when the opportunity begins: ?

College - Senior

(Note: graduating high school seniors must have a letter of admittance to an accredited US college or university to qualify for any internship.)

Select the opportunity type you are interested in applying for: ?

Internship

Your Preferred Location(s): ?

Internships and fellowships are located at NASA Centers. You can select the location(s) you are interested in below. Please note that you may select up to 10 Centers. If you are open to all locations, do not select anything.

Highlight the disciplines/majors that align with opportunities you are interested in and select the right button to add it to your search criteria. To move a

Select sessions you would be interested in applying for: ?

Highlight the disciplines/majors that align with opportunities you are interested in and select the right button to add it to your search criteria. To remove a discipline/major out of your search criteria, highlight it and select the left button.

Year Long 2015  
Spring 2016

Available Disciplines/Majors ?

Highlight the disciplines/majors that align with opportunities you are interested in and select the right button to add it to your search criteria. To remove a discipline/major out of your search criteria, highlight it and select the left button.

Available Disciplines/Majors

[Empty list box]



Selected Discipline(s)/Major(s)

Business - Business Admin  
Business - General  
Business - Procurement  
Business - Human Resources  
Business - Personnel  
Business - Public Affairs

Opportunities posted since date (mm/dd/yyyy): ?

[Date input field]

Enter keywords for opportunity descriptions: ?

[Keyword input field]

Search Reset Save to Interest Profile Cancel

...and enter in any key words to narrow down your search, and then click "Search" at the bottom. You can also select to save the search to your Interest Profile (you will notice the fields are the same and already populate from what you have in your Interest Profile) and that way your search criteria will stay the same for your next search.

# OSSI One Stop Shopping Initiative NIFS

Recruiting NASA Interns, Fellows and Scholars

[My Interest Profile](#) | [My Applications](#) | [Search Opportunities](#) | [My Opportunities](#)

## ortunity Search Results

Search produced the following results. Click on the "View/Apply" button next to the opportunity's title to view the detailed information. Use the sorting icons (id) to sort the list in ascending or descending order.

[Search Again](#) [Save Search Criteria to Interest Profile](#)

Opportunity Title	Opportunity Type	Center/Location	Education Level	Session	Possible Disciplines
<a href="#">View/Apply</a> Biological Research to Support Space Radiation	Internship	LARC	College - Junior Pursuing Masters Pursuing Doctorate Pursuing Post Doctorate College - Senior College - Sophomore	Year Long 2015	Engineering - Biomedical Eng. Engineering - Materials Eng. Science - Biology Science - Life Sciences Other - Biological Eng.
					Engineering - Aerospace Eng. Engineering - Biomedical Eng. Engineering - Chemical Eng. Engineering - Civil Eng. Engineering - Computer Eng. Engineering - Construction Eng. Engineering - Ecological Eng.

Once your search is complete you can see the list of opportunities that matched your search and a brief idea of the areas of interest that the internship involves, the session of the internship, and the location. You can also click View/Apply to read more about a specific internship.



### Student Search Results

## View Opportunity

### Opportunity Info

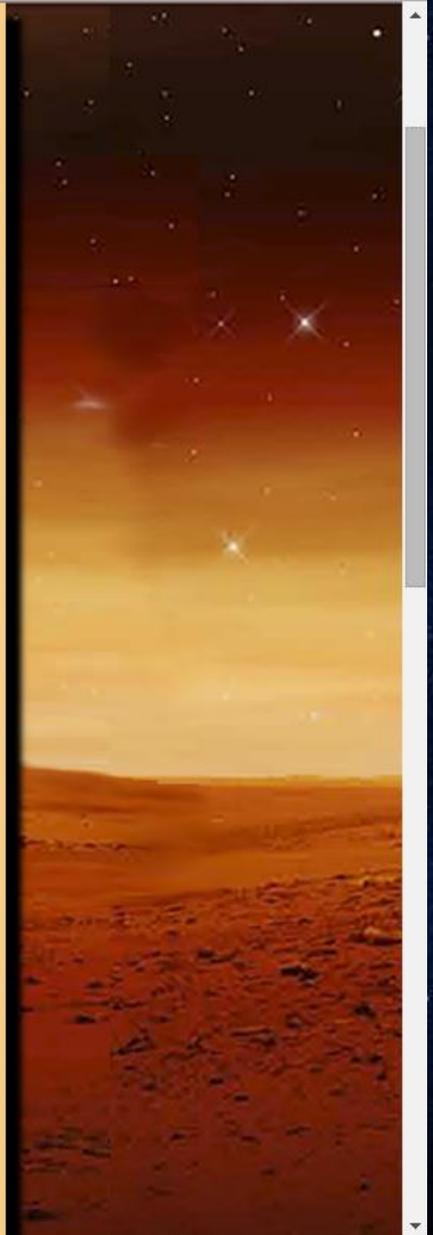
<b>Opportunity Title:</b>	Biological Research to Support Space Radiation
<b>Opportunity Type:</b>	Internship
<b>Opportunity Description/Objective (specific student assignment):</b>	Students with experience in cell culture and molecular biology techniques will apply their background and knowledge to study the effects of simulated microgravity and radiation on biology.
<b>Expected opportunity outcome (i.e. research, final report, poster presentation, etc.):</b>	Research, final report and potentially a poster presentation depending on the project and timeline.
<b>Student's Computer and/or Special Skills:</b>	Must have demonstrated skills in both sterile cell culture and molecular biology techniques such as PCR, Western blot, immunostaining, qPCR, and ELISA. Knowledge or experience using the electrospinning polymer manufacturing method is helpful.
<b>Comments:</b>	

### Session and Student Info

<b>Session(s):</b> ?	Year Long 2015
<b>This opportunity is for how many students per session?</b>	1
<b>Desired student academic level(s) at the time the opportunity would begin:</b> ?	College - Sophomore
(Note: Freshman-Senior refer to college students, not high school)	College - Junior
	College - Senior
	Pursuing Masters
	Pursuing Doctorate
	Pursuing Post Doctorate

Academic discipline(s) that interested students should be studying.

You can read more about the opportunity here and determine if you would like to apply to it or not. Remember, you can apply to up to 15 different opportunities!



### Work Site Location

NASA Center/Facility Name: Langley Research Center (LARC)  
- OR -  
Non-NASA Facility Name:  
Mailing Address: Langley Research Center  
City / State : Hampton Virginia  
Zip code: 23681 +4 2199  
  
Building Number/Name & Room Number : 1268A / 2154  
Work Environment: Office Setting  
Work Environment:

### Opportunity-Specific Student Information

Provide any personal attributes or skills that would make you a good candidate for this opportunity. (150 words max)

- Save Statement
  - Apply for Opportunity Consideration
  - Add to Saved Opportunities List
- 

If you wish to apply to the opportunity you are viewing, scroll to the bottom of the page and type an optional short essay about why you are a good candidate for the position, click “Save Statement” and then “Apply for Opportunity Consideration.” If you aren’t ready to apply or aren’t quite sure if you want to apply to the opportunity, you can save the opportunity by clicking “Add to Saved Opportunities List.”



# OSSI One Stop Shopping Initiative NIFS

Recruiting NASA Interns, Fellows and Scholars

My Interest Profile | My Applications | Search Opportunities | **My Opportunities**

Click the "My Opportunities" tab along the top to view opportunities you have applied to and ones you have saved. OSSI will also save opportunities from past sessions. You can also quickly view and apply to opportunities you have saved by going here instead of conducting another search in the future.

My Opportunities | My Offers

## My Opportunities Applied for Consideration

The following is a listing of opportunities that you have applied to for consideration and the status of each opportunity. You may apply to up to 15 opportunities. You may add to this list up until the application deadline.

Action	Submission Date	Opportunity Title	Center/Location	Session	Submission Status	Opportunity Status
 <a href="#">View</a> <a href="#">Withdraw</a>	12/10/2014	NASA Internships, Fellowships, and Scholarships (NIFS) Student Intern	Langley Research Center (Hampton, VA)	Summer 2015	Submitted	Filled

Total Results: 1

## My Opportunities of Interest

The following is a listing of opportunities that you have saved. From here, you can view the opportunity's description, apply for consideration, and remove the opportunity from your "My Opportunities" listing. To view and/or apply to a saved opportunity, click the "View/Apply" link. To remove the opportunity from the list, click the "Remove" link.

Action	Date Saved	Opportunity Title	Center/Location	Session
 <a href="#">View/Apply</a> <a href="#">Remove</a>	06/12/2015	NASA LaRC: Crew Systems and Aviation Operations	Langley Research Center (Hampton, VA)	Spring 2016

Total Results: 1

# OSSI One Stop Shopping Initiative NIFS

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My Opportunities My Offers

## My Offers

Actions	Offer Type	Opportunity	Offer Date	Expiration Date	Status	Session
 View	Internship	NASA Internships, Fellowships, and Scholarships (NIFS) Student Intern (Second Position)	03/10/2015	03/17/2015	Accepted	Summer 2015

Showing Record 1 to 1 out of 1.

Click on “My Offers” to view any offers you have received. You have a specified amount of time to accept an offer or else it will expire. Simply click “View” and read the offer letter, and click either “Accept Offer” or “Decline Offer” at the bottom of the page.