



# Applications Process: Tips and Frequently Asked Questions

Please review this entire document before starting the application process.

## Step 1: Create an account in [NASA STEM Gateway](#).

### Tips:

- Do not submit your application until all information and proper documentation is uploaded.
- Be sure to note or record your password. You will need to return to your account to accept offers, apply to other opportunities, and update your profile.
- It is recommended that you provide an alternate email. An alternate email can help us contact you if you change schools or are not monitoring your school or primary account.
- It is recommended that you include a preferred phone number in your profile.
- Do not use a mobile phone to apply.
- Use Google Chrome or Microsoft Edge on your computer to apply.

## Step 2: Apply to the next [NCAS opportunity](#).

The tips and FAQs presented below are for general guidance. Every college has its own offices, procedures, and nomenclature which you must navigate. The NCAS team can only provide general guidance on these topics. Work with your college to find the records you need for your application.

### FAQs:

- Do I submit an official or unofficial transcript? You may submit an official or unofficial transcript. However, the required information must be documented in the transcript. Check the [NCAS website](#) for eligibility and transcript requirements.
- What do I do if I cannot get an unofficial transcript with my name on it or my college's name on it? Contact your school's enrollment office. They may be able to provide you with a letter of enrollment or similar document. You may also request an official transcript. NOTE: Official transcripts often take time to request and there may also be a cost. So, start the request early.
- What format do I need to use for uploaded files? Adobe's Portable Document Format, or PDF, is the preferred document format. You can easily scan hard copies of documents to PDF format using apps for your mobile device. You may also convert files to PDF using various methods you can research.
- Can I take pictures or screenshots of documents? As noted above, PDF is the preferred format. You may also upload photo images, preferably .jpg or .png format. Please note: Not all photo file formats may be uploaded to STEM Gateway or work in the system. If you have upload issues, please convert to a preferred format such as PDF. In addition, the image must be legible for the application review. Applications with illegible documents will not be considered.
- May I upload more than one transcript? Yes, if you have multiple transcripts from multiple schools, please upload all relevant transcripts in the **transcript** or **files** section of the application.

### Tips:

- Collect and scan all your documents prior to starting your application.
- Have all your information, documents, and expression of interest ready for your application. When you submit your application, there is no going back to correct information or upload new documents.

- If you need to change an application after it has been submitted, you need to withdraw your application and start a new application.
- Confirm that your transcript has all the required information before uploading. Transcripts missing any of the required information on your transcript(s) as noted below is a major reason for not being accepted to NCAS.
  - Your name
  - Your school's name
  - 9 credit hours of college STEM courses, either completed or in progress
  - Proof of current enrollment – transcript must show enrollment at a community college during the semester of application. For summer applications, enrollment in the upcoming Fall semester will be considered proof of enrollment.
- Review all documents before uploading. Be sure to only upload documents related to your application.
- Keep your expression of interest to less than 300 words. Do not be too short, but do not go over as well.
- Please include your last name in the file names. Preferred format: NCAS\_Last Name\_Application Semester; Example: NCAS\_Smith\_Spring 2024

## Additional Help

- Start early. It takes some time to gather and check your documents. Don't wait to the last minute and miss the deadline.
- Check the time zone for submission deadlines, etc. It is okay to be early, but not late.
- Once you hit submit, you cannot go back to correct information or upload new documents. To make edits after submission, you must withdraw your application and reapply.
- Reach out to [STEM Gateway](mailto:hq-nasa-stem-gateway@mail.nasa.gov) (hq-nasa-stem-gateway@mail.nasa.gov) with technical issues about the application process or use the help link in [STEM Gateway](#).
- Contact [JSC-NCAS](mailto:jsc-ncas@mail.nasa.gov) (jsc-ncas@mail.nasa.gov) email with any questions about NCAS.
- STEM Gateway and JSC-NCAS email inboxes are monitored Monday – Friday, 9 a.m. to 4:00 p.m. Central Time, apart from federal holidays. It may take up to 48 hours for a reply.
- Add JSC NCAS ([jsc-ncas@mail.nasa.gov](mailto:jsc-ncas@mail.nasa.gov)) to your contacts to help prevent messages arriving in your spam/junk folder.

## Frequently Asked Eligibility Questions

- Is there an upper age limit for NCAS? No, we have had community college students in their 60's participate in NCAS.
- Does my major influence my eligibility for NCAS? No. An interest in any STEM or STEM related field, whether it is a course of study or not, is important.
- Does my GPA affect my eligibility? While the application process does ask for your GPA, it is NOT considered in the NCAS review process.
- When does the NCAS mission occur? Check the [NCAS website](#) for upcoming dates.