



How-to-Apply Guide for GeoCorps™ America

1. **Read** the [GeoCorps America website](#) before applying and review the materials available online to help you apply.
 - a. Use the [Application Worksheet](#) to preview the information we will request.
 - b. See the [Application Tips](#) for advice on your application materials.
2. **Create or retrieve an ID to login** to your application profile.
 - a. If you are a new user applying to GeoCorps for the first time and you haven't created an ID with GSA before, you can [create a non-member ID](#) to edit and manage your application. After you create an ID, you can [have your new ID emailed to you](#).
 - b. If you have a non-member ID from previously applying for the NPS Scientists in Parks (SIP) Intern program, Geoscientists-in-the-Parks, or GeoCorps America, you can [retrieve your ID here](#).
 - c. If you are a previous or existing GSA member, you can use the member ID to login and begin your application. [Retrieve your ID here](#).
3. **Login to the application profile**, where you can edit and manage your application materials for GeoCorps America.
 - a. The application system enables you to login with either ID type easily. Regardless of the ID type you have, the process is the same.
 - b. New and returning applicants can navigate to their application profile from the [GeoCorps home page](#) by selecting How to Apply > Apply, or they can go directly to the [application login page](#) to sign in under their GSA ID.
4. **Start the application questions for the GeoCorps program**.
 - a. Under the green heading called "GeoCorps America," select "EDIT."
 - b. Complete the first page of questions (there are a total of three pages of questions to answer). Make sure to fill in your name and contact information before proceeding.
 - c. Make sure to select the "Next" button at the bottom of the page to save your responses. You will advance to the second page.
 - d. From here you can continue answering the application questions, but we recommend you come back later to finish them. Instead, return to the home page by clicking on the house icon at the top of the page:

5. **Send recommendation requests** to your references.
 - a. Under the purple heading called "Letters of Recommendation," select "SEND REQUEST."
 - b. Enter the recommendation provider's email address.
 - c. Select GeoCorps under the programs that should use the recommendation, you can also select for the recommendation to be used for other programs like SIP as well.
 - d. Select "SUBMIT REQUEST" at the base of the page, and the recommendation provider will immediately receive a request to complete the recommendation on your behalf.
6. **Add GeoCorps projects** to your application profile.

- a. Look for the purple heading called “POSITIONS YOU HAVE APPLIED FOR” under GeoCorps America.
 - b. Select “VIEW ALL GEOCORPS POSITIONS.”
 - c. Browse the list of the available projects to apply for, and select “APPLY” under the project title for the ones you are interested in.
 - d. Select the green “APPLY NOW” button on the project description page to add the project to your application profile. You can select up to ten projects.
7. **Add a list of courses and grades** to your application profile.
 - a. Scroll down to the bottom of the application profile and look for the purple heading called “Grade Information.”
 - b. Select “ADD NEW COURSE.”
 - c. Enter the course information requested and select “SUBMIT” to save.
 - d. Repeat for any course that is relevant to the GeoCorps projects you selected.
8. **Return to complete the remaining application questions for the GeoCorps program.**
 - a. Under the green heading called “GeoCorps America,” select “EDIT.”
 - b. Select “Next” at the bottom of the first page to advance past the responses you previously completed after checking they are complete.
 - c. Add responses to the second page of questions and select “Submit” at the bottom of the page to save your responses.
 - d. Add responses to the questions on the third page.
 - e. Review and agree to the “APPLICANT STATEMENT” section.
 - f. Select “Save” at the bottom of the page to save your responses. You can return at any time before the application deadline to edit responses to the GeoCorps application questions.
 - g. Return to the home page by clicking on the house icon at the top of the page:

9. **Add cover letters to each GeoCorps project that you applied for.**
 - a. Look for the purple heading called “POSITIONS YOU HAVE APPLIED FOR” under GeoCorps America.
 - b. You should see the list of projects you previously added to the application profile.
 - c. Under the title for each project, select “+ADD.”
 - d. Add the cover letter and select “SUBMIT” at the bottom of the page to save your entry.
 - e. Repeat for every project that appears in your application profile. You can return at any time before the application deadline to edit cover letters for any project.
10. **Review the application checklist and make sure all items are complete** by the application deadline.

Application Materials Checklist

- Responses to all required application questions under GeoCorps America.
- A list of relevant courses and grades under “Grade Information.”
- One completed recommendation under “Letters of Recommendation.” Confirm the GeoCorps program is selected to use the recommendation.
- A cover letter for each GeoCorps project listed under “POSITIONS YOU HAVE APPLIED FOR” in the GeoCorps America section of your profile.

Frequently Asked Questions

Is there something I need to do to submit my application after I complete all the application components listed on the home page of my application profile?

No, we treat your application as a work-in-progress until the application deadline passes, at which point all applications become final and they are automatically received.

Can the application profile time out after I login?

Yes, the application can time out after periods of inactivity.

I have started a GeoCorps application profile and I need to finish it. Where do I log back into my application profile?

New and returning applicants can navigate to their application profile from the [GeoCorps home page](#) by selecting How to Apply > Apply, or they can go directly to the [application login page](#) to sign in under their GSA ID.

How are my responses to the application questions saved as I go along?

For each page where you enter or edit information in your application profile, you must select the button at the bottom of the page to save and record changes to your responses before leaving the page. The button is often labeled, “Next,” “Submit,” “Save,” etc.

What do the character limits mean for the application questions?

The character limits indicate the maximum number of characters available in the answer field including spaces, indents, line breaks, other formatting characters, letters, symbols, and numbers.

I am answering a question and I cannot copy over all my drafted text from Microsoft Word into the answer field, why is that?

The application answer fields count characters including spaces, indents, line breaks, and other formatting characters, which is a common feature of most web-based forms. When drafting text in Microsoft Word and other applications, please note that Word does not include formatting characters in its character counts. We recommend that you draft responses in a simplified format and initially try to keep responses 50 characters below the character limits in Word, to help account for any hidden formatting characters when transferring responses into the online application.

When is my application complete?

Your application is complete when all items listed in the application materials checklist are complete. A green check mark (✓) should appear next to completed items in your application profile.

Will my application still be reviewed if my letter of recommendation is not received by the deadline?

Please advise recommendation providers in advance that GeoCorps requires that recommendations to be completed by the application deadline, and share the application deadline information with them. Most sites will begin by reviewing complete applications received by the deadline and may not be in the position to consider materials received after the application deadline. We cannot guarantee consideration of application materials received after the deadline, or incomplete applications, but we provide reviewers access to incomplete applications for their project. If a pending recommendation letter is later completed, it would be automatically associated with your application profile upon its receipt. The application's status would change to complete if all other application materials were previously received by the deadline.

Can I upload a resume or other documents?

GSA does not accept materials outside of those collected through the online application profile.

I can login with either member ID or a non-member ID, does that affect how my application is treated?

No, all applicants go through the exact same application and application review process. We just allow folks who have member IDs to use them, so they do not have to set up a secondary ID to apply.