

Lapenta Internship Program Application Instruction

Please read the following instructions carefully before completing the application:

Important Note:

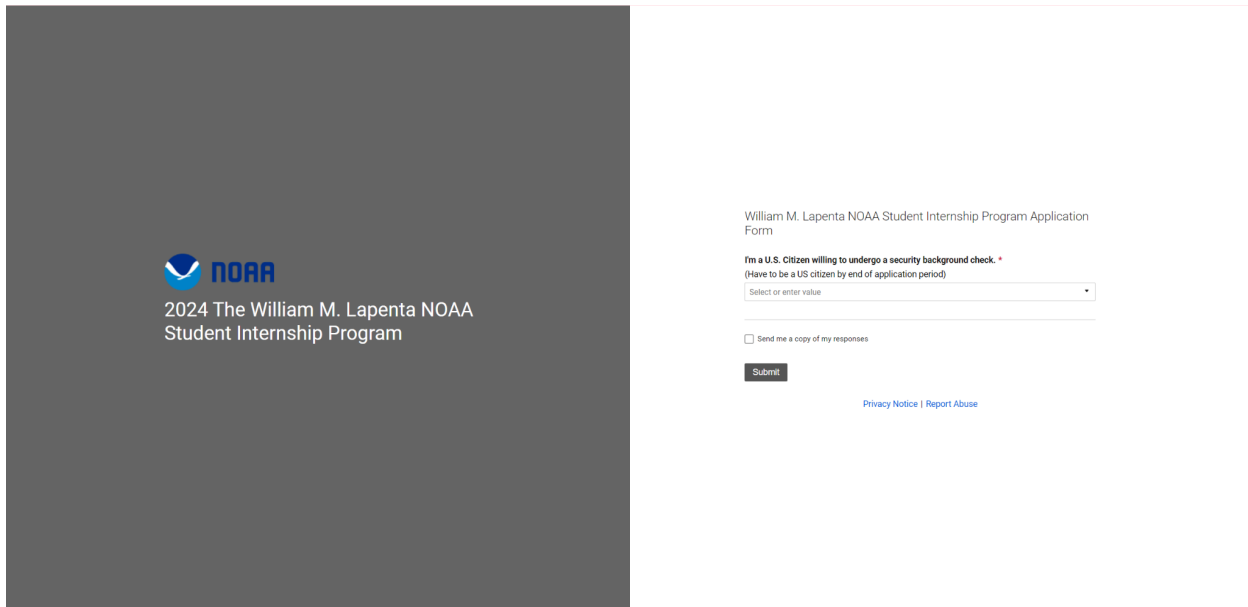
Please ensure you have all necessary information and attachments ready before starting the application. The form must be completed in one session and submitted by clicking “Submit.” If you do not submit the form, your information will not be saved in the database. If you need to make changes after submitting, you can request to edit the application by following the instructions below (Item 2).

1. Application Form

The application is now available on Smartsheet. You can complete the application process without needing a Smartsheet account.

Please use the link below to access the application form:

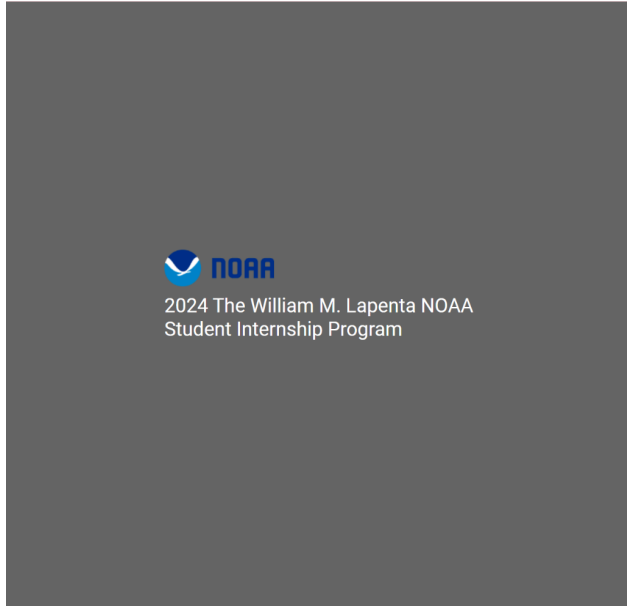
<https://app.smartsheetgov.com/b/form/89ad0c68fa5f48b4a2184853749398a5>



The screenshot displays the application form interface. On the left, there is a dark grey panel with the NOAA logo and the text "2024 The William M. Lapenta NOAA Student Internship Program". On the right, the form is titled "William M. Lapenta NOAA Student Internship Program Application Form". Below the title, there is a dropdown menu with the text "I'm a U.S. Citizen willing to undergo a security background check." and a subtext "(Have to be a US citizen by end of application period)". Below the dropdown menu, there is a checkbox labeled "Send me a copy of my responses". At the bottom of the form, there is a "Submit" button and links for "Privacy Notice" and "Report Abuse".

To be eligible to apply, you must be a U.S. citizen by **December 10, 2024**.

If you meet this requirement, select “Yes” to continue. Otherwise, please close the form.



William M. Lapenta NOAA Student Internship Program Application Form

Please review the [eligibility requirements](#) before beginning your application.

I'm a U.S. Citizen willing to undergo a security background check. *
(Have to be a US citizen by end of application period)

Yes

Email *

First Name *

Last Name *

Gender
Select or enter value

Preferred Pronouns
Select or enter value

Phone Number *

School *

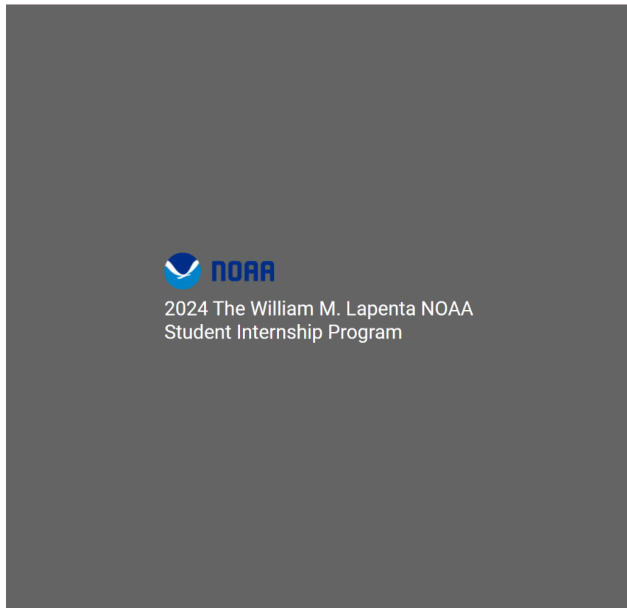
Major *

Year in School *
Select or enter value

Full Name of First Reference *

Email address of first reference *

Please proceed to fill out the application. Fields marked with a red “*” are mandatory. Projects will be in sequential order (NOS, NMFS, NESDIS, NWS, OAR) so please look through all of them before choosing top 7. The application can only be submitted once all mandatory fields are completed.



Privacy Act Statement *

Authority: The collection of this information is authorized under 5 U.S.C § 301, Departmental regulations and 15 U.S.C. 1512, Powers and duties of Department.

Purpose: Name, email, address, Citizenship, college enrollment information, gender, phone number, and resume/curriculum vitae will be collected for those applying for an internship, so that applicants may be evaluated for eligibility and suitability for the program. Name and email address of those providing letters of recommendation will be collected.

Routine Uses: Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice (COMMERCE/NOAA-1), Contact Information for Members of the Public Requesting or Providing Information Related to NOAA's Mission.

Disclosure: Furnishing this information is voluntary, however, failure to provide accurate information may delay or prevent required contacts regarding archiving problems, proper archiving, and provision of data.

However: Failure to provide the requested information will result in the applicant not being reviewed for a potential internship. If you are unable to submit the requested information via the standard submission process, please contact lapenta.internships@noaa.gov, 301-683-8222.

I have read and understood the Privacy Act Statement.
Yes

I am interested in learning programming
Yes

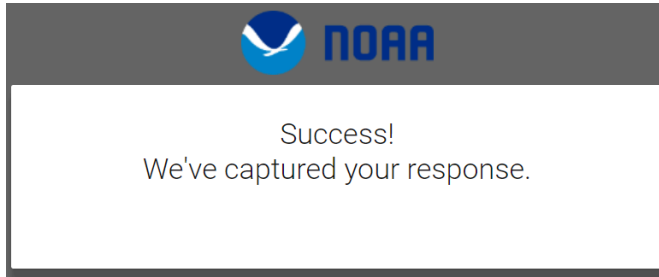
File Upload *
Please upload the following documents:
1. CV/Resume
2. Personal Statement
3. Transcripts

Drag and drop files here or [browse files](#)

Send me a copy of my responses

[Privacy Notice](#) | [Report Abuse](#)

After completing all mandatory fields, upload your CV/Resume, Personal Statement, and Transcripts at the bottom of the page. Then, click “Submit.”



2. Edit Request

After successfully submitting your application, you will receive an email notification confirming receipt along with an application ID. If you need to make any edits to your application, please use the provided link to submit a request:

<https://app.smartsheetgov.com/b/form/3ef472be034f485b9160c13ba57f5eb2>

The image shows a split-screen view of a web form. On the left is a dark grey sidebar with the NOAA logo and the text "Edit Requested - Lapenta Internship Program". On the right is the main form area, which is white. The form title is "Edit Requested". Below the title is a small instruction: "If you need to edit your application, please provide your provide your Email (make sure it is the same email you used in the application), First and Last name, then check the 'Edit Requested' box." The form contains several input fields: "First Name *", "Last Name *", and "Email *", each with a red asterisk indicating a required field. Below these is a checkbox labeled "Edit Requested *". There is also a "Comments" section with a text area. At the bottom of the form is a "Submit" button. A small checkbox labeled "Send me a copy of my responses" is located above the "Submit" button. At the very bottom of the page, there is a footer that says "Powered by smartsheet" and includes links for "Privacy Notice" and "Report Abuse".

Enter your First and Last Name, and Email. Check the 'Edit Requested' box, then click 'Submit' to complete the request.

Please ensure that the applicant's email address remains consistent and unique across all SmartSheet forms. This will help us contact you promptly.

The process requires NOAA IT approval so please allow for 2 weeks for this; it is highly recommended to not wait beyond **Nov 25, 2024**. Any requests after then will be worked via email.

You will receive an email containing a link to update your information. See the screenshot below.

Request to Update your Lapenta Internship Program Application External Inbox x

 via Smartsheet <automation@smartsheetgov.com> [Unsubscribe](#)

to me ▾

Dear 

You have requested to update your Lapenta Program Application.

Please use the form provided below to make updates.

If you didn't request the edit, please disregard this email.

Thank you

Lapenta Internship Program

[Open Update Form](#)

Row 4

Email

First Name

Last Name

Gender

**Preferred
Pronouns**

Phone Number

Click "Open Update Form" to update your information.



Request to Update your Lapenta Internship Program Application

Dear [redacted]

You have requested to update your Lapenta Program Application.

Please use the form provided below to make updates.

If you didn't request the edit, please disregard this email.

Thank you

Lapenta Internship Program

Email

First Name

Last Name

Gender

Preferred Pronouns

[Submit Update](#)

Click "Submit Update" to complete your edit.

3. Recommendation Letter

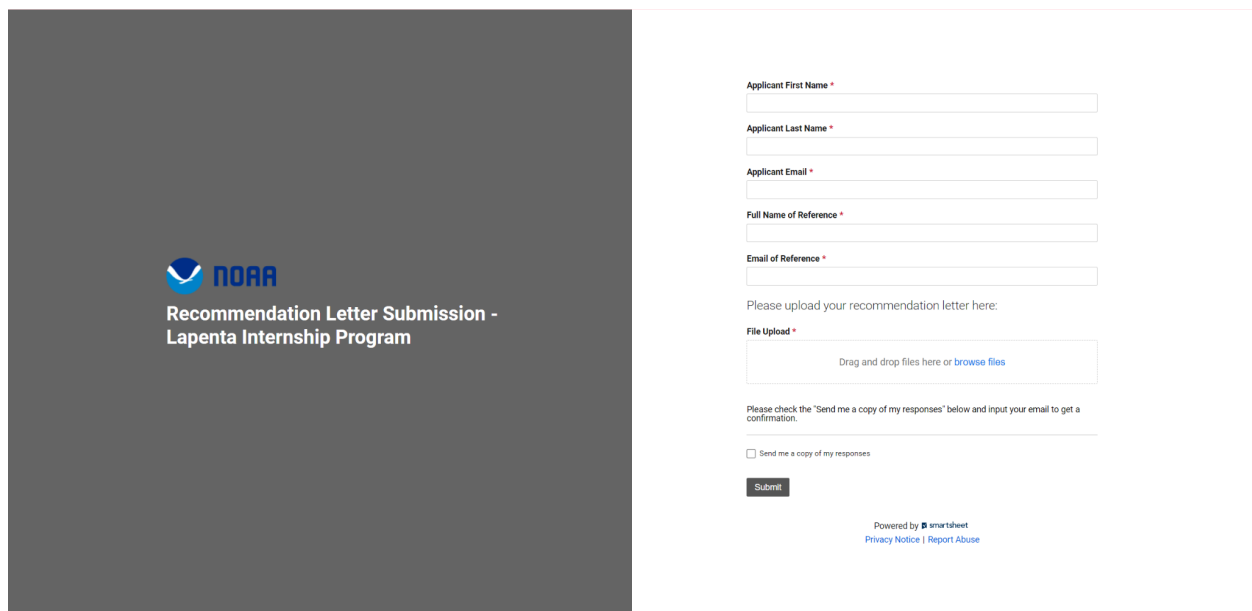
Two letters of recommendation are required to be submitted on your behalf. At least one reference must be from a professor or academic advisor. The second reference may also be an academic reference or a character reference who can speak to your capabilities and interests as they relate to the internship.


It is your responsibility to share the following link with your references and ensure they submit the recommendation letters through the Smartsheet Form.

<https://app.smartsheetgov.com/b/form/9985647c80ae4722953c960e3481a627>

As soon as the program receives two recommendation letters we will send you an email. If two letters are not received by Dec 10 we will contact you.

Upload your recommendation letter in word or PDF format. Click “Submit Update” to complete the recommendation letter submission.



 **NOAA**
Recommendation Letter Submission -
Lapenta Internship Program

Applicant First Name *

Applicant Last Name *

Applicant Email *

Full Name of Reference *

Email of Reference *


Please upload your recommendation letter here:

File Upload *

Drag and drop files here or [browse files](#)

Please check the "Send me a copy of my responses" below and input your email to get a confirmation.

Send me a copy of my responses

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[Privacy Notice](#) | [Report Abuse](#)