

## Application Instructions/Form Download (DDx558)/Login Page

The screenshot shows a website with a navigation bar at the top containing tabs for Home, Apply, Membership, FAQ, About NLSC, and Contact NLSC. The main content area is titled "How to apply:" and provides instructions for completing the application. It offers two options: downloading a PDF version or requesting a paper copy. The instructions include a list of steps for both options and a note about the review process. At the bottom, there is a login section with a text box for the Control Number and a password field, a "Remember me next time" checkbox, and a "Log In >>" button.

Home Apply Membership FAQ About NLSC Contact NLSC

How to apply:

Your first step is to complete an application. We offer two options:

Download a PDF version of the application, complete and return it.

1. You can download the initial application, which is a PDF file. [Click here](#) to do this.
2. After you download the file, open it. You can fill out the application on your computer and print it out OR you can print it and complete it using a pen. In either case, be sure to fill out the entire application and sign and date it.
3. Mail the application to the NLSC at P.O. Box 12221, Arlington, VA 22209-2221. We are happy to pay the postage. Call us at (800) SAY NLSC (729 6572) and we will send you a post-paid envelope.

We can send you a paper copy of the application for you to fill out and return.

1. Complete the application using a pen. Be sure to fill out the entire application, sign and date it.
2. Mail the application to the NLSC at P.O. Box 12221, Arlington, VA 22209-2221. We include a postage-paid envelope you can use.

Once we have received your application, we will process and review it. We will invite applicants who meet the qualifications to complete part two of the application process.

If you have received your Control Number and Password, please login here.

Control Number:  \*

Password:  (case sensitive) \*

Remember me next time.

Log In >>

Here, the prospect can download the DDx558 and complete the NLSC Pilot Application. Since the NLSC is willing to bear the burden of all costs, the option is always given to the Prospect to contact the NLSC for a paper version of the application and a postage-paid, self-addressed envelope.

The application is then mailed back to the NLSC and upon verification of a completed document, a control number is assigned. This control number will be recorded manually on a tracking spreadsheet and will be used to record non-personal information in the Operations Support Center's database. Since this control number will link personal information to the Operations Support Center and its associated data, this spreadsheet will have limited access and will be kept locked.

The Prospect is sent the control number and a password and given instructions as to how to complete the second stage of the application process. Again, since the NLSC is willing to bear the cost burden, the individual will be mailed paper documents for the second phase of the application with a self-addressed and stamped envelope.

After the Prospect has received the control number and password and associated paperwork, they will be able to access the remaining three downloadable documents online and as an option, complete the online wizard matching the documents. The preferred method is to login with the supplied control number and password for the online application wizard.

## Instructions/Download DDx559, DDx560, DDX561/Goto Online wizard

To continue the application process, you must complete three additional documents in which you provide additional information on your language knowledge, skills and abilities.

You can continue your application in either of three ways.

1. [Click here](#) to complete the documents on-line. The system will guide you through the process step-by-step. If you use this method, your application is complete once you have submitted all documents.
2. Complete the forms that accompanied the letter from NLSC that included your control number and password, and return them in the provided postage-paid envelope to National Lanaguage Service Corps, ATTN: Human Resources, P.O. Box 12221, Arlington, VA 22209-2221. If you speak more than one lanaguage, be sure to make a copy of the Global and Detailed Skill Self-Assessments for EACH language and complete those form for EACH language.
3. Download copies of the forms below, which are in PDF format. You can fill out these forms on your computer and print them out OR you can print them and complete them using a pen. Be sure to complete the Detailed Skilled Self Assessment (DDx560) for each non-English language you speak. If English is NOT your primary language, complete the assesments for English as well. Return all completed documents in the provided postage paid envelope to National Lanaguage Service Corps, ATTN: Human Resources, P.O. Box 12221, Arlington, VA 22209-2221.

[Language Data Sheet](#) (form DDx561)  
[Global Self-Assessment](#) (form DDx560)  
[Detailed Skill Self-Assessment](#) (form DDx559)

Once we receive these documents, our Language Certification Team will review them. We will notify you of our assessment of your language skills or if we need any additional information regarding your language skills, within 30 days.

Prospect has the option to do the following:

1. Complete the mailed documents and return them in the self-addressed stamped envelope.
2. Download the three remaining documents (DDx559, DDx560, DDx561) and mail them using the self-addressed stamped envelope.
3. Proceed to the online wizard and complete the remaining documents online. This is the preferred method.