

THE 6 STEP GUIDE TO SUBMIT A NIST SURF APPLICATION

Vacancy closes on **Feb 3, 2020 11:59 PM EST or sooner**, when 1000 applications are submitted[■]

1

ELIGIBILITY: STEM undergrads (current freshmen, sophomores, juniors, seniors) enrolled in US universities. **Only US citizens.**

2

REFERENCES: identify 2 professional references **and** confirm that they are willing to submit strong letters of recommendation. Keep in mind that your references can only submit their letters **after you click Submit and until the 3rd of Feb**[■]. Note that your application will be rejected if either recommendation letter is missing.

3

- Identify the NIST research programs that are your 1st and 2nd choices
- Create an account and profile on USAJobs

4

- Find the VACANCY ANNOUNCEMENT for NIST SURF Program at Gaithersburg (SURF-2020-001) and start the application by clicking on the **Apply** button on the lower right.
- Complete Position Eligibility and Vacancy questions.

5

Upload the **REQUIRED DOCUMENTS:** (the application will be **rejected if documents are absent, incorrect, or misplaced**)

(1) Personal statement; (2) Resume; (3) Transcript(s) (unofficial is acceptable); (4) Proof of U.S. citizenship: copy of an unexpired U.S. Passport or Birth certificate (note that driver license and social security card are unacceptable); (5) verification of Health Insurance.

6

Input contact details for 2 confirmed references. Then **SUBMIT your application ASAP**[■]: make sure that you are one of the first 1000 applicants and give your references enough time to write & upload their letter. Check with your references that they received an email request to submit their letters.



- Refer to SURF Application website for full details and FAQ
- Contact Dr. Brandi Toliver (Managing Program Director) to resolve any issues during the application process.

[■] submitted SURF applications can be edited but **ONLY UNTIL** the vacancy closes.