


THE 6 STEP GUIDE TO SUBMIT A [NIST SURF APPLICATION](#)

Vacancy closes on **Feb 1, 2023 11:59 PM ET** 

1

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

2

REFERENCES: identify 2 professional references **and** confirm that they are willing to submit strong letters of recommendation. Notify your references through the online system. Please note that they can only submit their letters **after you click Submit** . Your application will be rejected if either recommendation letter is missing.

3

- Identify the [NIST research programs](#) that are your 1st and 2nd choices. The NCNR SURF page also lists examples of [past/recent projects](#), to help you understand which program best fits your interests.
- Create an account and profile on [USAJOBS](#)


4

- Find the [VACANCY ANNOUNCEMENT](#) for NIST SURF Program at Gaithersburg (SURF-2023-0006) and follow the instructions on the 'How to Apply' Box
- 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) – or Permanent Resident status (GreenCard); **(5)** verification of Health Insurance.

6

Input contact details for 2 confirmed references. Then **SUBMIT your application ASAP** : make sure to give your references enough time to write & upload their letter. Check with your references that they received an email request to submit their letters via the online application system (no later than 5 days after the vacancy closes, or your application will be rejected).



- Applications submitted successfully will receive a control number. If you do not receive a control number, your application has not been submitted. Refer to [SURF Application website](#) for full details and FAQ
- Contact surf@nist.gov to resolve any issues during the application process.

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