**THE 6 STEP GUIDE TO SUBMIT A NIST SURF APPLICATION**

Vacancy closes on **Feb 14, 2021 11:59 PM EST**

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

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 14th of Feb. 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-2021-001) 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) – 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.

- 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.