

THE 6 STEP GUIDE TO SUBMIT A NIST SURF APPLICATION

Vacancy closes on **Jan 31, 2025 11:59 PM EST** 🏠

1

ELIGIBILITY: STEM undergrads (current freshmen, sophomores, juniors, seniors) enrolled in US universities. **US citizens or Permanent residents.** At least 18 years of age by May 19, 2025.

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 4th of Feb** at 11:59 pm ET 🏠. 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. More application tips are available on the SURF application webpage.

4

- Find the VACANCY ANNOUNCEMENT for NIST SURF Program at Gaithersburg (SURF-2025-001) and start the application by clicking on the **Apply** button.
- 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 (green card); **(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 that they received an email request to submit their letters. Select *Track this application* on USAJOBS to track the documents received.



- 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.