

THE 6 STEP GUIDE TO SUBMIT A NIST SURF APPLICATION

Vacancy closes on **Jan 31, 2024 11:59 PM ET** 📅

1

ELIGIBILITY: STEM undergrads (current freshmen, sophomores, juniors, seniors) enrolled in US universities. **Only 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 your references can only submit their letters **after you click Submit and until the 3rd of Feb at 11:59 PM ET** 📅. 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. The [NCNR CHRNS SURF page](#) lists examples of past projects that are typical of the “MML/NCNR Material Science” program. It is important to choose a program that best fits your interest.
- Create an account and profile on [USAJobs](#)

4

- Find the [VACANCY ANNOUNCEMENT](#) for NIST SURF Program at Gaithersburg (SURF-2024-002) 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 3 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.