

**Summer Undergraduate Research Fellowship (SURF)
at the National Institute of Standards and Technology (NIST) in
Gaithersburg, Maryland
and
Boulder, Colorado**

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION PACKET

When submitting your completed application, please ensure your packet **DOES NOT** contain pages that are: stapled, paper clipped, or printed on both sides (2-sided)

Application should be assembled in printed in the following order:

1. Student Applicant
2. Resume ([See sample](#))
3. Unofficial transcript, single-sided, no staples
4. [Personal Statement](#) including description of prioritized research interests
5. Verification of citizenship: a legible photocopy of a birth certificate, passport or green card
6. UMBC Fellowship Form (Last page of this form)

***Letters of Recommendation**

Please ensure that recommenders submit your letters by ***February 1, 2012*** to Janet McGlynn, Admin 913. Emailed letters are acceptable to mcglynn@umbc.edu. Please **confirm** with us if the letters have been received when delivering your completed hardcopy application packet. **You MUST hand-deliver your completed application packet** to Admin 913 by Feb 1, 2012.

Description of Program Requirements

- Students should have a minimum GPA requirement of 3.0 or above (3.7 or above preferred)
- SURF students work 11 weeks, contributing to an ongoing research project under the guidance of a NIST scientist or engineer from one of the [Institute's five major laboratories](#). In addition, a summer-long lecture series exposes SURFers to a sampling of diverse research topics, presented in ways to pique interest.
- This is a full-time program; students should not plan to be employed or take a class during the SURF period.
- Students must document their status as a citizen or permanent resident in order to submit an application.

Questions? Email Janet McGlynn at mcglynn@umbc.edu

National Institute of Standards and Technology
NIST SURF Program

Student Applicant Information

To be filled out by student applicant and included with completed institutional application
DO NOT SEND SEPARATELY – note this is for the Gaithersburg program

Name _____ Institution _____

Email address _____

Quickest contact (cell, apt/dorm phone) _____

Home Address _____

Current Class Standing (check only one)

Freshman Sophomore Junior Senior 5th Year Senior

Applying to the Gaithersburg SURF Program in: **(Please Note: indicate 1st and 2nd choices)**

(click links below for further information)

CNST

EL

ITL

MML/NCNR

Materials Science
 Chemical/Biochemical Sciences

PML

Physics
 Electrical Engineering

Major (Minor) _____ Current Overall GPA _____

Do you require housing? Yes No (your gender) Male Female (for housing purposes only)
Students should expect to share a bedroom with one other student

Available for the entire 11-week SURF Program? (Thu 5/24/2012 – Thu 8/9/2012) Yes No
If no, give availability dates _____

Limited number of 9-week fellowships available (Thu 6/7/2012 – Thu 8/9/2012)

NOTE: All students must attend through the final date in August

Are you a U.S. Citizen? __ YES or __ NO

If not a U.S. Citizen, are you a Permanent U.S. Resident with a valid Green Card? ___ YES or ___ NO

Checklist:

- Resume
- Two letters of recommendation
- Transcripts (unofficial copies acceptable)
- Personal statement of commitment to participate and description of prioritized research interests
- Verification of U.S. citizenship or permanent legal residence, (e.g. copy of birth certificate, passport, or green card)

Submit to University contact for inclusion with institutional application – DO NOT SEND SEPARATELY

APPLICATION DEADLINE : FEBRUARY 1

Application Questions: Janet McGlynn, mcglynn@umbc.edu

Website: <http://www.nist.gov/surfgaithersburg>

NOTE: This form contains collection of information requirements subject to the Paperwork Reduction Act. Notwithstanding any other provision of the law, no person is required to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB control number. The estimated response time for this application is 2 hours. The response time includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. OMB NO.: 0693-0042 Exp.Date: 10/31/2012

**2012 SUMMER UNDERGRADUATE
RESEARCH FELLOWSHIP (SURF) PROGRAM at NIST**

Student Information

Award Name: 2012 Summer Undergraduate Research Fellowship (SURF) Program

Full Name: _____

SSN#: _____

Telephone Number: (_____) _____

Home Mailing Address: _____

Address

Address

City State Zip Code

Check here for potential Non-Resident Alien Payment. Please complete the [Foreign National Independent Contractor Payment Form](#). (Green-card holding Permanent Residents **DO NOT CHECK THIS BOX.**)

If you are currently an employee of UMBC, do you receive payments via direct deposits? (circle one) YES NO

In the event that you are selected and participating in the NIST/SURF program, this form is used to process your payments. If you do not participate in NIST/SURF, this form is destroyed to protect your confidential information. Complete, print, and submit as the last page of your packet.

Participant Acknowledgement

By signing below, I certify that I am fully participating in the SURF-NIST Program as outlined above and that I fully understand the description of program requirements.

Signature: _____

Date: _____