

# SURE 2012 Student Application Guide

## How to Apply to SURE:

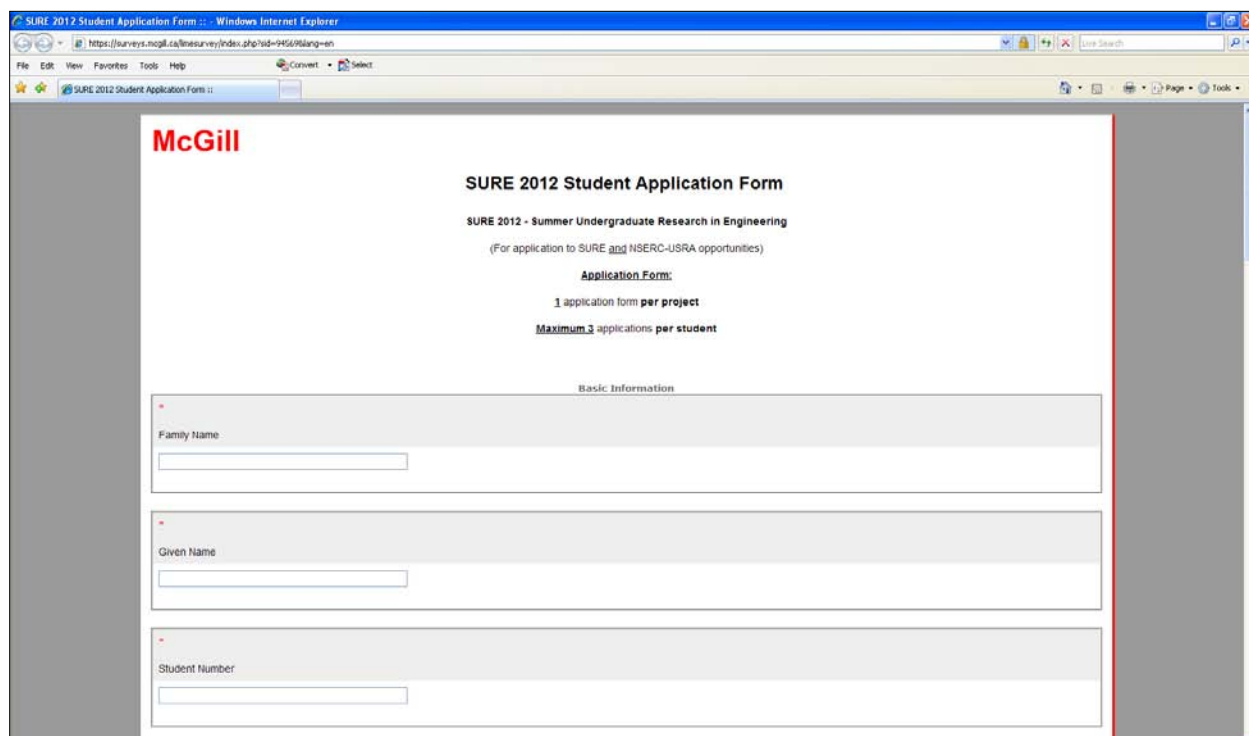
### Step 1:

Look up the available projects at (<http://www.mcgill.ca/engineering/sure/>). All projects will be posted by January 18, 2012. Once you have settled on your preferred project(s), contact the supervisor(s) to discuss your interest in the research, and the anticipated research tasks and deliverables for the project.

### Step 2:

If you and the supervisor tentatively agree that you should apply to the project, proceed to the Online Student Application form for which a link can be found on the project abstract page (or: <https://surveys.mcgill.ca/limesurvey/index.php?sid=94569&lang=en>). The Application form will be **live from January 17, 2012 – February 6, 2012**.

## Online Application Form (NEW SURE 2012!):



The screenshot shows a web browser window displaying the SURE 2012 Student Application Form. The browser's address bar shows the URL: <https://surveys.mcgill.ca/limesurvey/index.php?sid=94569&lang=en>. The page features the McGill logo at the top left. The main heading is "SURE 2012 Student Application Form", followed by "SURE 2012 - Summer Undergraduate Research in Engineering" and "(For application to SURE and NSERC-USRA opportunities)". Below this, it says "Application Form:" and "1 application form per project" and "Maximum 3 applications per student". The form is titled "Basic Information" and contains three input fields: "Family Name", "Given Name", and "Student Number".

### Step 1:

Click the link to the SURE 2012 Student Application Form on the SURE website (<http://www.mcgill.ca/engineering/sure/>).

There are 4 parts to this application:

- **Basic Information:** including your personal information and project information.
- **Academic Background:** please choose carefully from the drill-down menus.
- **Other Information:** including electronic file upload of your transcript
- **Submission & Print:** please sign and date the printed copy of your application, attach copy of your transcript and bring this to your desired project supervisor.

### Step 2:

Please fill out the application form as accurately and completely as possible, paying special attention to your personal information and to the project title and number (the project number can be found with project abstract online). **NOTE:** You must submit **ONE** online application **per project**.

### Step 3:

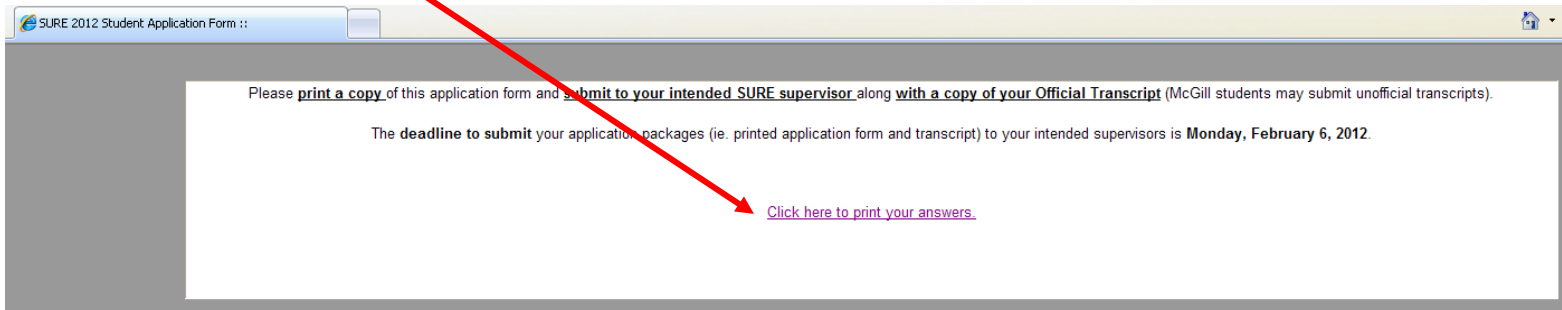
The SURE Program is also open to non-McGill students. If this applies to you, please be sure to be accurate in your responses for the Academic Background section.

### Step 4:

File Upload: Please upload a copy of your transcript. McGill students may copy & paste their Minerva transcript in to a Word document and upload, Official Transcripts may also be scanned as image files or PDF and uploaded. Acceptable file formats for the upload tool are: *pdf*, *.gif*, *.doc*, or *.docx*.

### Step 5:

Once your application is complete, click on the Submit button. You will then be prompted to print your application form.



### Step 6:

Sign and date your printed application form. Staple a copy of your transcript and submit applications to the supervisor of the projects that interest you.

### Notes:

- One application form per project (therefore, if you apply to 3 projects, you must complete the online application 3 times and print 3 times).
- Students must have a minimum CGPA of 3.0 to be eligible for the SURE Program.
- Only accepted applicants will be notified.

### **Contact us:**

#### **In Person:**

McGill Engineering Student Centre  
Frank Dawson Adams Building, room 22

#### **Email:**

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