

SURF

Student Selection Guide for Faculty

STUDENT SELECTION PROCEDURE

There are three primary methodologies for selecting a student for the project

1. **[Students interested in project research categories \(Recommended\)](#)**: This involves selecting students who have indicated an interest in the broad research themes relevant to the project.
2. **[Direct Selection](#)**: This involves selecting students explicitly interested in the project.
3. **[Selection from the entire pool](#)**: This involves selection of students from the entirety of the applicant pool, regardless of specific project preferences.

It is recommended to assign **secondary student candidates** for each project to establish contingency measures. If the primary candidate declines the offer, the offer will be extended to the designated secondary candidate.

THE PRIORITY STUDENT SELECTION DEADLINE IS MARCH 1

The first batch of offer letters will be sent out by this date. Completing the student selection process by March 1 is crucial, as it ensures that the project can secure high-achieving students.

The selection process will continue until March 31, with the last batch of offer letters sent out by that date.

POST-STUDENT SELECTION PROCEDURE

After selecting a student for the project, our office will conduct a review to ensure that essential eligibility criteria are met. Students meeting these criteria will be approved for the project, removing them from the general student pool and excluding them from consideration for other projects.

Simultaneously, approved students will receive a web form with the option to accept or decline the offer. If the student accepts the offer, our office will send an official offer letter to both the student and the project principal investigator.

In the event that a student declines the offer, the opportunity will be extended to a secondary student if the project has identified one in its listing.

FINANCIAL RESPONSIBILITY BREAKDOWN

The SURF funding model operates on a cost-sharing basis, with each participating entity - the professor, the professor's school/department, and the professor's college - contributing \$2000 towards the stipend for one SURF student. Should a Principal Investigator (PI) wish to engage more than one student or undertake multiple projects, they bear the responsibility for 2/3 or the entire stipend cost for additional students, depending on departmental agreements. Additionally, when recruiting external students, PIs make a mandatory contribution of \$1000 towards housing costs for these external participants.

Waived Housing Fee for External Students - The mandatory housing fee will be waived for external students who have been identified as high-achieving and high-potential individuals through the student selection rubric. The exempted external students will have "Housing fee waived" marked on their applications in the student selection portal.

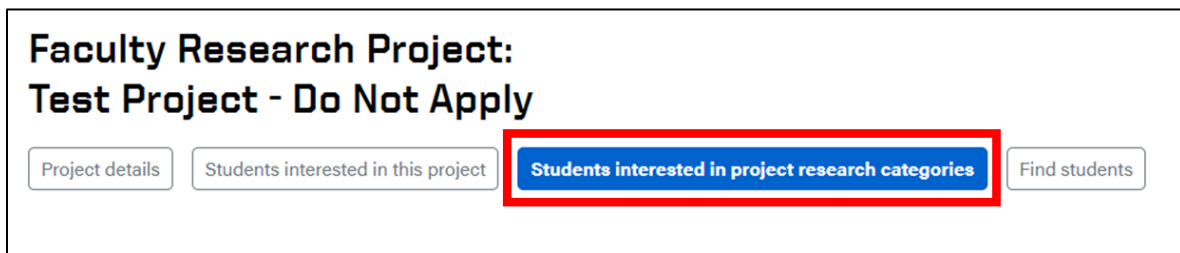
1 STUDENTS INTERESTED IN PROJECT RESEARCH CATEGORIES (RECOMMENDED)

Procedure for selecting students who have indicated an interest in the broad research themes relevant to the project is outlined below:

STEP 1: Login to [myprojects](#) using your Purdue career account credentials.

STEP 2: Select the project you need to find the students for.

STEP 3: Click on "Students interested in project research categories" button.



STEP 4: Find the students interested in your project category. You will have the option to view a student's resume, transcript, and letter of recommendation. In addition, you can select the students in the list and download their applications by clicking on "Download Selected Applications" button.



STEP 5: The student can be selected by clicking the "choose <student name>" button.

Select for download

Test Student 1, Test Student 1

eur@purdue.edu	Resume	USA
000000000	Transcript	Electrical Engineering
U.S. Citizen		3.7 GPA
Any campus		Senior January 2030

Housing fee required
1/29/2024

Interested in
Big Data/Machine Learning

Choose Test Student 1, Test Student 1

STEP 6: In case multiple students are selected, they can be ranked from the drop down.

Select for download

[Redacted]

[Redacted]	Resume	Engineering (First Year)
[Redacted]	Transcript	[Redacted] GPA
2/12/2023	Letter of Interest	[Redacted] May 2025

[Redacted]

Approve [Redacted] to work on this project

This student is my #3 choice for this project

This student is my #1 choice for this project

This student is my #2 choice for this project

This student is my #3 choice for this project

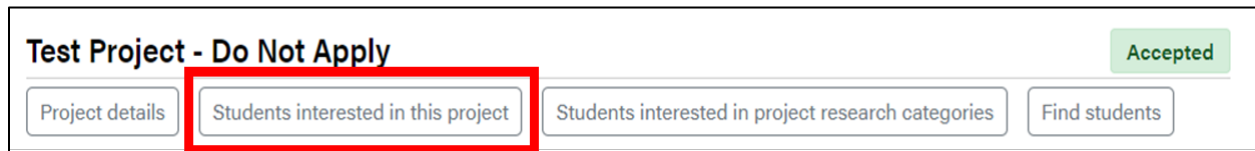
2 DIRECT SELECTION

Procedure for selecting students explicitly interested in the project is outlined below:

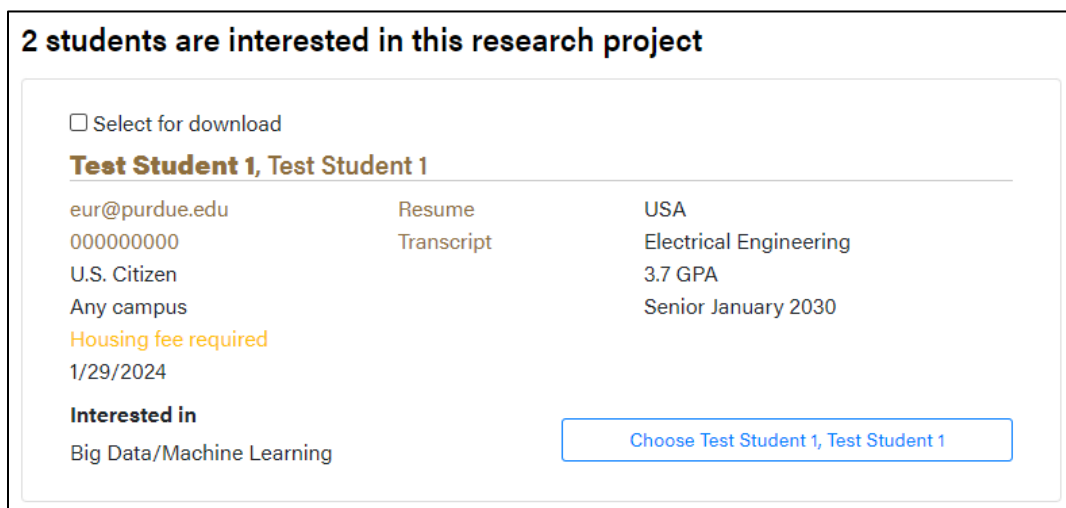
STEP 1: Login to [myprojects](#) using your Purdue career account credentials.

STEP 2: Select the project for which you need to find the students.

STEP 3: Click on "**Student interested in this project**" button.



STEP 4: Find the students interested in your project by their choice. You will have the option to view a student's resume, transcript, and letter of recommendation. In addition, you can select the students in the list and download their applications by clicking on "**Download Selected Applications**" button.



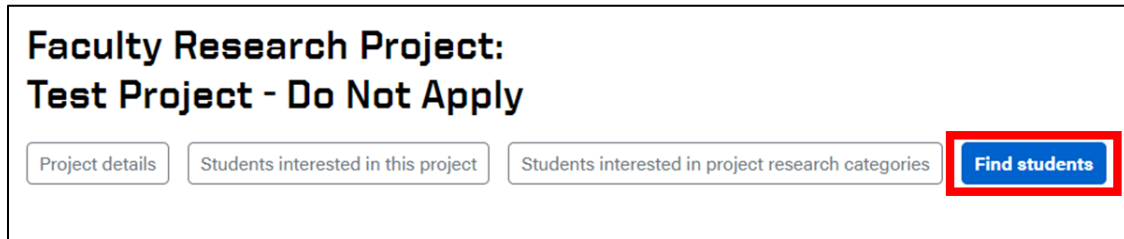
3 SELECTION FROM ENTIRE POOL

Procedure for selecting students from the entirety of the applicant pool, regardless of specific project preferences is outlined below:

STEP 1: Login to [myprojects](#) using your Purdue career account credentials.

STEP 2: Select the project for which you need to find the students.

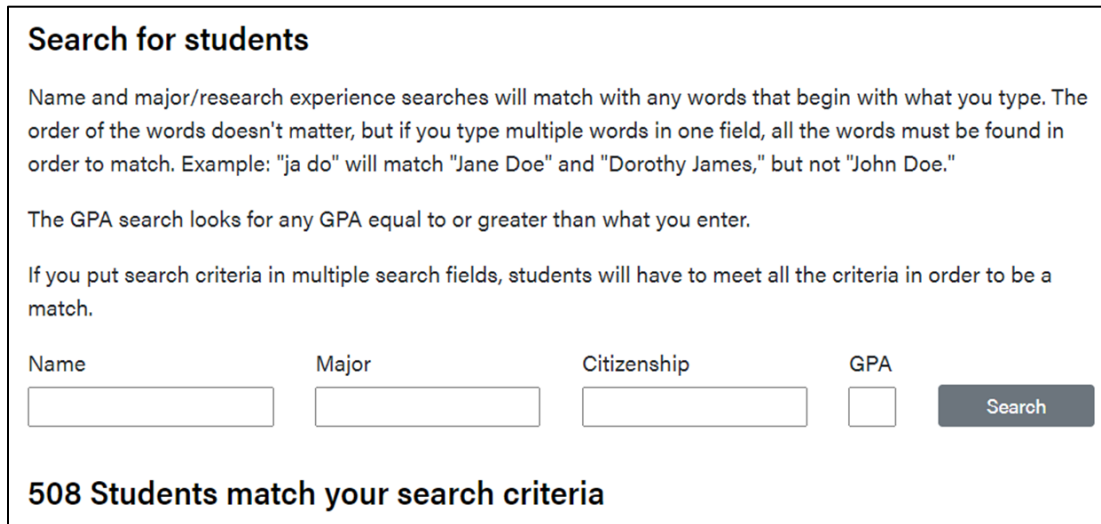
STEP 3: Click on "Find students" button.



**Faculty Research Project:
Test Project - Do Not Apply**

Project details Students interested in this project Students interested in project research categories **Find students**

STEP 4: You can enter search criteria to narrow down the list of students.



Search for students

Name and major/research experience searches will match with any words that begin with what you type. The order of the words doesn't matter, but if you type multiple words in one field, all the words must be found in order to match. Example: "ja do" will match "Jane Doe" and "Dorothy James," but not "John Doe."

The GPA search looks for any GPA equal to or greater than what you enter.

If you put search criteria in multiple search fields, students will have to meet all the criteria in order to be a match.

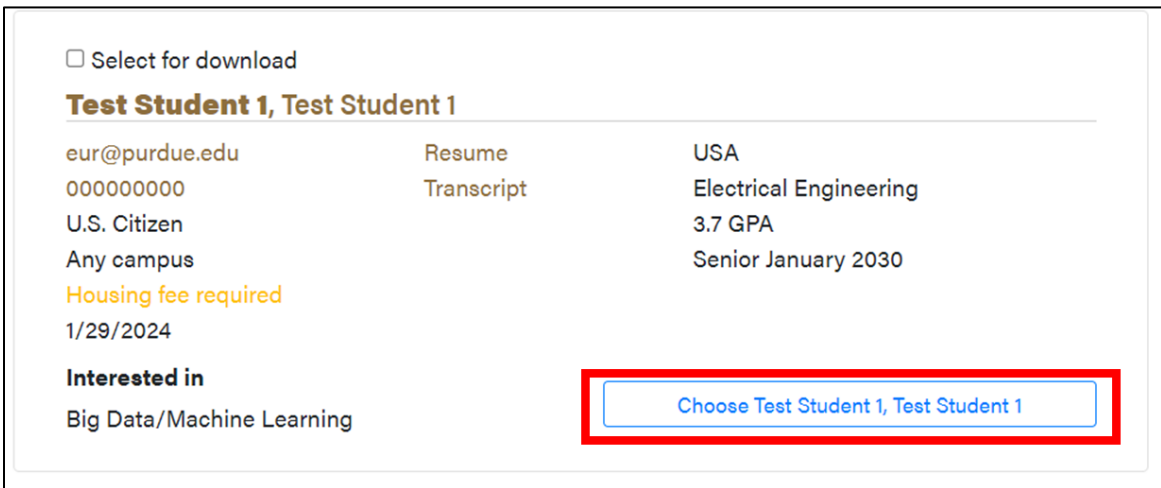
Name Major Citizenship GPA

508 Students match your search criteria

STEP 5: You will have the option to view a student's resume, transcript, and letter of recommendation. In addition, you can select the students in the list and download their applications by clicking on "**Download Selected Applications**" button at the end of the page.



STEP 6: The student can be selected by clicking the "**choose <student name>**" button.



STEP 7: In case multiple students are selected, they can be ranked from the drop down.

