



STEM Optional Practical Training (STEM OPT) Form I-983 Guide



THE OHIO STATE UNIVERSITY

Start early

- USCIS must receive your STEM OPT application before your 12-month Post-Completion OPT ends
 - You can apply 90 days before your OPT end date
- We highly recommend applying early; however, we will only be able to process your STEM-endorsed I-20 up to 90 days before your OPT end date
- You must submit your application to USCIS within 60 days of receiving your STEM-endorsed I-20
- Upon timely submission of your STEM OPT application to USCIS, you can continue to work for up to 180 days after your OPT end date while USCIS adjudicates your application

STEM-endorsed I-20

Section one: Completed by student



Materials needed for a STEM-endorsed I-20

- Submit a completed c3C, Form I-983 and a copy of your EAD to iss@osu.edu
- You must fill out a Form I-983 with your employer. If the I-983 does not meet government requirements, you will be required to submit a revised copy.
- Once all requirements have been met, you will receive a STEM OPT-endorsed I-20 with applicable instructions for submitting your application to USCIS



Processing a STEM-endorsed I-20

- We cannot issue a STEM OPT I-20 until the I-983 meets all requirements
- Processing delays are caused mainly by needing to revise the I-983
- The instructions included on the I-983 do not give students and their employers all the information needed to complete the I-983 correctly
- The Office of International Affairs is required to keep a copy of your I-983 on file should USCIS, ICE or SEVP ever request to review it. You should submit it in an appropriate format to share with a government agency. Issues with document formatting, legibility and text that does not fit the form's fields will require you to submit a revised I-983.
- This guide contains all the information needed to complete a successful I-983

Filling out the form

- The following slides outline how section on of the training plan should be completed

| SECTION 1: STUDENT INFORMATION (Completed by Student) | | |
|---|---|--|
| Student Name (Surname/Primary Name, Given Name): _____ | | Student Email Address: _____ |
| Name of School Recommending STEM OPT: _____ | Name of School Where STEM Degree Was Earned: _____ | SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): _____ |
| Designated School Official (DSO) Name and Contact Information: _____ | Student SEVIS ID No.: _____ | STEM OPT Requested Period (mm-dd-yyyy): From: _____ To: _____ |
| Qualifying Major and Classification of Instructional Programs (CIP) Code: _____ | | |
| Level/Type of Qualifying Degree: _____ | | |
| Date Awarded (mm-dd-yyyy): _____ | | |
| Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employment Authorization Number: _____ | | |

Your name

- Entire your name exactly as shown in the box. Do not forget the comma. This is how a person unfamiliar with your name will understand which part is your surname and which part is your given name.

| | |
|--|--|
| Student Name (Surname/Primary Name, Given Name): | |
| Name of School Recommending STEM OPT: | Name of School Where STEM Degree Was Earned: |

Your email address and school code

- Enter your email address
- Page one of your current I-20 lists this under "School Code and Approval Date." It should be one of the following:
 - CLE214F00442001
 - CLE214F00442000-COLUMBUS CAMPUS
 - CLE214F00442002

| |
|---|
| Student Email Address: |
| SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): |

DSO name and information

- You can use any immigration coordinator's name and email in addition to the information listed below

The Ohio State University
2009 Millikin Rd
Columbus, OH43210
614-292-9101

| |
|--|
| Designated School Official (DSO) Name and Contact Information: |
|--|

- The above information should be included in the DSO field. If you have trouble fitting the necessary number of characters in the space provided, changing the font size or style may be helpful. Otherwise, you may clearly hand-write the text above.

SEVID ID number

- You can find your SEVIS ID number in the top left corner of your current I-20; it starts with “N00”
- The start date must be the day after the end date listed on your 12-month OPT EAD card
- The end date must be two years later
- Example: If your 12-month OPT ends July 4, 2023, your STEM OPT requested period is July 5, 2023-July 4, 2025

| | |
|-----------------------|---|
| Student SEVIS ID No.: | STEM OPT Requested Period (mm-dd-yyyy): From: _____ To: _____ |
|-----------------------|---|

Degree information

Qualifying Major and Classification of Instructional Programs (CIP) Code: _____



Enter both your major and its CIP Code as listed on your current I-20

Level/Type of Qualifying Degree: _____



Enter Bachelor's, Master's or PhD as listed on page one of your current I-20

Date Awarded (mm-dd-yyyy): _____



Date awarded should match the commencement date of the semester your program was completed.

Based on Prior Degree? Yes No

Employment Authorization Number: _____



Check your EAD card for your Employment Authorization Number. It should follow this format: XXX-XXX-XXX. Make sure you are not writing a receipt number.



Check "No" if applying based on your recently earned STEM degree from Ohio State. Otherwise, check "Yes."

Section two: Completed by student



Revising your I-983

- Any time the I-983 is revised, the signatures in sections two, four and six need to be updated with new signatures and dates. This shows that all parties signing the I-983 agree to the changes.
- You are responsible for ensuring that the information in your form I-983 training plan is accurate and current. The I-983 is a living document, meaning that the Office of International Affairs should always have a copy on file that accurately reflects your current work opportunity. If any material aspect of your employment changes, you are responsible for working with your employer to update your form I-983 and reporting changes to the Office of International Affairs.
- Notice that all parties, including the student, must sign the document
- Electronic signatures are permitted

| |
|---|
| Signature of Student: _____ |
| Printed Name of Student: _____ Date (mm-dd-yyyy): _____ |



Section three: Completed by employer



Employer information

This should be the name of your employer as they are listed in E-Verify.



| | | | |
|-----------------------|-----------------|--------|-----------|
| Employer Name: | Street Address: | Suite: | |
| Employer Website URL: | City: | State: | ZIP Code: |



This should be the URL for your employer's website. If there is no company website, enter "N/A."

This should be the full corporate address of the main office/headquarters of the company employing you.

Important dates and compensation

| | | |
|--|---|---|
| Employer ID Number (EIN): | Number of Full-Time Employees in U.S.: | North American Industry Classification System (NAICS) Code: |
| OPT Hours Per Week (must be at least 20 hours/week): | Compensation: | |
| Start Date of Employment (mm-dd-yyyy): | A. Salary Amount and Frequency: _____ | |
| | B. Other Compensation (Type and Estimated Amount or Value): | |
| | 1. _____ | |

This should list your STEM OPT requested start date, or the date your employment will begin with the employer while on STEM OPT, not the start date of employment while on 12-month post-completion OPT.

This must list both your salary and how often you are paid. Example: \$100,000 annually



Section four: Completed by employer



Employer signature

- The I-983 does not necessarily need to be signed by your direct supervisor. The person who signs on behalf of your employer must be an employee of the company, have the authority to sign to the terms outlined in section four and be familiar with your training plan as outlined in section five.
- Any time revisions are made to the I-983, the signatures in sections two, four and six need to be updated with new signature dates. This shows that all parties signing the I-983 agree to the changes.
- Notice that the document must be signed by all parties including the student
- Electronic signatures are permitted

| | |
|---|---|
| Signature of Employer Official with Signatory Authority: _____ | |
| Printed Name and Title of Employer Official with Signatory Authority: _____ | |
| Date (mm-dd-yyyy): _____ | Printed Name of Employing Organization: _____ |

Section five: Completed by employer



Employment guidance

- You and your employer should carefully read the information provided by USCIS regarding the employment requirements for F-1 students on STEM OPT to ensure compliance
- Specifically, the guidance stipulates that oversight and supervision must be conducted in person by the employer, as USCIS may at their discretion conduct site visits to ensure that your training is in compliance with the regulations and that your employer can adequately provide the training indicated on the I-983
- Your STEM OPT employment should take place at a worksite belonging to your employer as specified in the Form I-983 and that your training program should include in-person supervision by the company that employs you



Names

- Enter your name exactly as it appears in Section 1
- Enter your employer's name exactly as it appears in Section 3

| |
|---|
| Student Name (<i>Surname/Primary Name, Given Name</i>): |
| Employer Name: |

Employer site information

| EMPLOYER SITE INFORMATION | |
|---------------------------|--|
| Site Name: | Site Address (Street, City, State, ZIP): |

If you are working for a branch or subsidiary of a large entity, or anywhere other than your employer's headquarters, provide the name of this work site. If you work at your employer's headquarters, enter your employer's name as it appears in Section 3.

This is the address the Office of International Affairs must report in SEVIS. If you work fully remote from your home address, you should put your home address here. If you work partially at a remote location, you should indicate this information in the additional section on page 5 and report the company's corporate/official address in the field above.

Only one Site Name and Site Address can be listed. Any time your primary work site changes, you must report the change to the Office of International Affairs and provide a copy of your I-983, with the Site Name and Site Address updated.

Employer official

- Enter the name, title and contact information for the official at your company who is familiar with and will monitor your goals and performance. This may or may not be the same Employer Official who signs in Section 4.

| | |
|-------------------|--------------------------|
| Name of Official: | Official's Title: |
| Official's Email: | Official's Phone Number: |

Training plan

- Your employer's training plan must be fully explained in Section 5. None of the four main fields should be left blank. Your employer may wish to include supplemental information as an addendum. The information provided on the I-983 must meet the requirements of each field. Any text that does not fit in the applicable field can be entered in the Additional Remarks field.
- The instructions provided on the I-983 are not exhaustive and do not explain the details required to be provided in each section.
- This section is to be written by your employer. We are not able to accept Training Plans that appear to have been written by the student or in first-person.

Training plan: Student role

- The Student Role field must explain the following:
 1. Your tasks and assignments. The more detail the better.
 2. How the tasks directly relate to your STEM degree/coursework. It is not sufficient to state that the role is related to your qualifying degree; the relationship must be explained. Oftentimes, employers explain how the student's position relates to specific courses the student took during their qualifying degree or specific skills that they learned through their studies that they apply the course of their training/employment.

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

Training plan: Goals and objectives

- The Goals and Objectives field must explain the following:
 1. What skills, knowledge and techniques you will be gaining in this position and how this correlates with the STEM degree
 2. How these goals and objectives will be achieved
 3. The timeline by which these goals should be achieved. This timeline needs to cover the entire 24-month period of the STEM OPT extension.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Training plan: Employer oversight

- The Employer Oversight field must show how you will be supervised and overseen. Since USCIS may at its discretion conduct site visits, your employer should provide how they will provide in-person supervision to you.

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

Training plan: Measures and assessments

- The Measures and Assessments field must correlate with your employer's training plan. It needs to show how your employer will measure and assess your process of acquiring the knowledge and skills outlined in the Goals and Objectives field.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

Training plan: Additional remarks

- The Additional Remarks field is optional. If there is not enough space for your employer's response elsewhere on Section 5 of the training plan, the remaining text can be placed in the Additional Remarks field. If working partially remotely, that information must be clearly provided here and include the remote working address.

Additional Remarks (optional): Provide additional information pertinent to the Plan

Section six: Completed by employer



Employer official certification

- The individual who endorses the certification does not necessarily need to be, but can be, the same individual who signed Section 4
- They must be an employee with signatory authority for the employer
- Electronic signatures are permitted

| SECTION 6: EMPLOYER OFFICIAL CERTIFICATION | |
|---|--|
| I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form. | |
| Employer Official with Signatory Authority - I certify that: | |
| 1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan); | |
| 2. I will conduct the required periodic evaluations of the student;* | |
| 3. I will adhere to all applicable regulatory provisions that govern this program (<i>see 8 CFR Part 214.2(f)(10)(ii)</i>); and | |
| 4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan. | |
| Signature of Employer Official with Signatory Authority: _____ | |
| Printed Name and Title of Employer Official with Signatory Authority: _____ | |
| Date (mm-dd-yyyy): _____ | |

Evaluation on student progress

- Since you have not yet begun your STEM OPT Extension training, the Evaluation on Student Progress section should be left blank at the time you are applying for the STEM OPT
- Per reporting requirements, you will be required to submit an Evaluation on Student Progress while on STEM OPT at your 12-month and 24-month marks, as well as any time you change employers

| EVALUATION ON STUDENT PROGRESS | |
|---|--|
| <small>Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.</small> | |
| Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____ | |
| | |
| Signature of Student: _____ | |
| Printed Name of Student: _____ Date (mm-dd-yyyy): _____ | |
| Signature of Employer Official with Signatory Authority: _____ | |
| Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____ | |

Changing employers while on STEM OPT



Employment timeline

| | |
|---|---|
| STEM OPT Requested Period (mm-dd-yyyy): | |
| From: _____ | ← |
| To: _____ | ← |

Your start date with your current employer

The end date listed on your STEM OPT EAD card

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

| | |
|---|---|
| Start Date of Employment (mm-dd-yyyy): _____ | ← |
|---|---|

Your start date with your current employer

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Remember: This field must contain a timeline even if there is only a short period of time remaining on your STEM OPT extension

Submit a new I-983

- Anytime you change employers, you and your new employer must submit a new I-983 to the Office of International Affairs for review
- You will need to submit an evaluation for the STEM job that is ending. The start date should be the date when employment with the employer began, and the end date should be the day employment ended.
- You and your employer should sign and date the bottom of the page
- Notice that the document must be signed by all parties, including the student
- Electronic signatures are permitted

Self evaluation



12-month self-evaluation

- You are required to complete a self evaluation after being on STEM OPT for 12 months. Evaluate your performance with this employer.
- Enter the start date on your STEM OPT EAD card if you have not changed employers while on STEM OPT. If you have changed employers while on STEM OPT, enter your employment start date.
- You and your current employer must sign and date the self evaluation
- The document must be signed by all parties, including the student
- Electronic signatures are permitted

Additional resources



Resources to complete your I-983

- Send any questions to iss@osu.edu
- ICE has helpful instructions for the I-983:
 - [Training Plan for STEM OPT Students](#)
 - [Completing the Form I-983](#)
 - [Interactive resource for filling out the I-983](#) (not supported with all web browsers; recommended to use Firefox)
 - [STEM OPT Extension Quick Links](#)

Contact an immigration coordinator/DSO

- Advising hours
 - Monday-Friday: 1-4 p.m.
(virtual or in-person during the academic year)
 - Schedule an appointment:
go.osu.edu/intstuappointment
- Email: iss@osu.edu
- Phone: 614-292-6101

