

# Step-by-Step Guide: Form I-983 Training Plan for STEM and OPT Students

## Page 1 of I-983 student information:

### TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

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: Name, Address, Phone, Email		Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy): From: <u>Day after current OPT expiration date</u> To: <u>24 months later</u>
Qualifying Major and Classification of Instructional Programs (CIP) Code: <u>Major AND CIP code found on I-20</u>			
Level/Type of Qualifying Degree: <u>Bachelors / Masters / Ph.D.</u>			
Date Awarded (mm-dd-yyyy): <u>Typically found on transcript or diploma</u>			
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No Yes = before most recent degree, in other words not the degree used for Post- OPT. No = most recent/current degree. Most students will check this.			
Employment Authorization Number: <u>XXX-XXX-XXX on EAD card (NOT the receipt number beginning with YSC, etc)</u>			

#### Designated School Official (DSO):

- Name and Contact Information: DHS instructions say to include "name, address, e-mail, & phone number"

#### Based on Prior Degree?:

- Most students will check "No" since they are using their most recent degree;
- "Yes" is only used if applying on the basis of a previously obtained STEM degree (not the degree used to apply for post-completion OPT).

#### Employment Authorization Number:

- Students sometimes incorrectly put the receipt number beginning with EAC, WAC, etc.. but it should be USCIS # or A# which is on the Post OPT EAD card

\*This material is not intended to substitute as legal advice.

Last updated: February 2021

Student Signature required at the bottom of this page:

- Each school may have its own policy on signatures, whether accept ink signatures only and will not accept digital

**Page 2 of I-983 has basic employer information and signature certification:**

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name:		Street Address:	Suite:
Employer Website URL:		City:	State: ZIP Code:
Employer ID Number (EIN): xx-xxxxxx Enter EIN, <u>not</u> e-verify #	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): date student will begin the STEM OPT training with the employer, not original start date with employer if worked on CPT or OPT	A. Salary Amount and Frequency: _____		
	B. Other Compensation (Type and Estimated Amount or Value):		
	1. _____		
	2. _____		
	3. _____		
4. _____			
SECTION 4: EMPLOYER 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 Website URL:

- If the company doesn't have one, then put N/A

Employment Identification Number (EIN):

- An EIN is 9 digits xx-xxxxxx. This is different than e-verify which is about 4-7 digits.

North American Industry Classification System (NAICS) code:

- Is usually about 4-6. This is sometimes skipped by students and employers because they might not be familiar with it.

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**Start Date of Employment:**

- DHS instructions say to **enter the date when the student will begin the STEM OPT training with the employer.** **Not** the original start date that the student started working with the employer which is a common mistake.

**Signature of official required:** on this page by employer official

- Compensation is commensurate to similarly situated US workers
- The student will not replace temporary or permanent US worker
- Have sufficient resources to provide student training

**Page 3 of I-983 asks for more detailed information about content of the training plan itself:**

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (Surname/Primary Name, Given Name):	
Employer Name:	
EMPLOYER SITE INFORMATION	
Site Name:	Site Address (Street, City, State, ZIP):
Name of Official:	Official's Title:
Official's Email:	Official's Phone Number:
<i>Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.</i>	
<u>Student Role:</u> 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.	
<u>Goals and Objectives:</u> 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.	

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**Site location:**

- “Enter the exact address of the worksite where the STEM practical training will take place,” which may be the same or different than the employer name and address on the previous page

**“Official”:**

- Referred to does not have to match the “Signatory Authority” on p. 2, but the person does have to work for the student’s employer (not their client).

**“Student Role”:**

- Make sure this addresses the student’s role and “how that role is directly related to enhancing the student’s knowledge obtained through his or her qualifying STEM degree.”

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