

I-983 Form Completion Guide: 24-Month STEM OPT Extension

Before applying to USCIS for a STEM OPT extension, a STEM OPT student must download, complete, sign and submit the [Form I-983](#) to their DSO. The STEM OPT student and their prospective employer must work together to complete this form. STEM OPT students and their employers are subject to the terms of the 24-month STEM OPT extension regulations and [Form I-983 instructions](#), effective as of the start date requested for STEM OPT, as indicated on the form.

Students are responsible for facilitating the completion of this form, submitting it with their STEM OPT application and returning it to their DSO, who will keep it in the student's record. DHS maintains the discretion to request and review all documentation for eligibility concerns.

The STEM OPT student must complete Section 1 of the Form I-983 and work with their prospective employer to complete Sections 2-6. For more information about these sections, please visit the [Employers and the Form I-983 resource page](#).

Important Advice:

- 1. Type your I-983**
 - Use the fillable PDF I-983 on the USCIS website to type in your answers.
 - Typing helps prevent unclear handwriting from causing errors
- 2. Sign your I-983 in black ink**
 - Typed signatures are not acceptable. The government will **reject and return I-983s** that are not signed.
- 3. Upload the I-983 with the STEM OPT application**
 - This will be kept at Cleveland State
 - Will only be released to the U.S. Government if they request it.

We recommend that you print or save a copy of your completed application to review in the future and for your records.

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 03-31-2019

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): Your Surname, Your first name (ex: Smith, Jane)		Student Email Address: anyemail@email.com	
Name of School Recommending STEM OPT: Cleveland State University	Name of School Where STEM Degree Was Earned: Cleveland State University	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): CLE214F00211000	
Designated School Official (DSO) Name and Contact Information: Wendi Kramer w.l.kramer@csuohio.edu 216.687.3910		Student SEVIS ID No.: Write your SEVIS #	STEM OPT Requested Period (mm-dd-yyyy): From: <u>specific dates</u> To: <u>specific dates</u>
Qualifying Major and Classification of Instructional Programs (CIP) Code: <u>Look at the I20 under Major 1</u>			
Level/Type of Qualifying Degree: <u>Bachelors, Masters, or Ph.D.</u>			
Date Awarded (mm-dd-yyyy): <u>05/12/2018</u>			
Based on Prior Degree? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Employment Authorization Number: <u>a-000-000-000 (not the receipt #)</u>			
SECTION 2: STUDENT 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.			
I certify that:			
<ol style="list-style-type: none"> 1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan"); 2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan; 3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan; 4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and 5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule. 			
Signature of Student: _____			
Printed Name of Student: <u>all signature areas must be signed with a pen</u> Date (mm-dd-yyyy): _____			

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name: Any Company USA		Street Address: 12345 Any St. (headquarters)	
Employer Website URL: www.anycompanyus.nsh		City: Any Town	State: An ZIP Code: 12345
Employer ID Number (EIN): 12-3456789	Number of Full-Time Employees in U.S.: write # of employee:	North American Industry Classification System (NAICS) Code: https://www.census.gov/eos/www/naics/	
OPT Hours Per Week (must be at least 20 hours/week): must be at least 20 hour	Compensation:		
Start Date of Employment (mm-dd-yyyy): 07/23/2018	A. Salary Amount and Frequency: \$xx,xxx.xx yearly, bi-monthly, weekly		
	B. Other Compensation (Type and Estimated Amount or Value):		
	1. \$x,xxx bonus		
	2. \$x,xxx transportation costs		
	3. you do not need to fill this if you are not receiving other compensation		
	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.			
I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:			
<ol style="list-style-type: none"> I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan; I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule; Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (<i>Note</i>: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer); and I will adhere to all applicable regulatory provisions that govern this program (<i>see 8 CFR Part 214</i>), which include, but are not limited to, the following: <ol style="list-style-type: none"> The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program; The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff; The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan; The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment. 			
Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.			
Signature of Employer Official with Signatory Authority: _____			
Printed Name and Title of Employer Official with Signatory Authority: <u>all signature areas must by signed with a pen</u>			
Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: <u>no electroinc signatures at ALL!</u>			

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (<i>Sumame/Primary Name, Given Name</i>): Smith, Jane	
Employer Name: Any Company USA	
EMPLOYER SITE INFORMATION	
Site Name: branch, subsidiary, or headquarters	Site Address (Street, City, State, ZIP): exact address of work site where STEM is taking place
Name of Official: The person who will monitor goals/performance	Official's Title: title of person who will monitor goals/performance
Official's Email: email of person who will monitor goals/performance	Official's Phone Number: XXXXXXXXXX
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.	
<p>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.</p> <p>Describe what tasks and assignments the student will carry out during the training and how these relate to the student's STEM degree. The plan must cover a specific span of time, and detail specific goals and objectives.</p>	
<p>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.</p> <p>Describe the specific skills, knowledge, and techniques the student will learn or apply; how the student will achieve the goals set out for his or her training; and the training curriculum including the timeline.</p>	
<p>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.</p> <p>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, a description of this program or policy may suffice to answer the question.</p>	
<p>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.</p> <p>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, a description of this program or policy may suffice to answer the question.</p>	

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

Any other information that might important for the I-983 form.

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 (*see 8 CFR Part 214.2(f)(10)(ii)*); 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: all signature areas must be signed with a pen

Date (mm-dd-yyyy): _____

PRIVACY ACT STATEMENT

AUTHORITIES: Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA), 8 U.S.C. 1101(a)(15)(F), Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-546 (codified at 8 U.S.C. 1372), Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 543 (codified at 8 U.S.C. 1762) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.

ROUTINE USES: The information collected on this form may be shared with: the individuals who signed the Plan, relevant DSOs acting as liaisons with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or as otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974: U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (<https://www.dhs.gov/system-records-notices-soms>).

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20536

*See evaluation forms that follow for student's first evaluation, to occur before the one year anniversary of the start date of the student's STEM OPT employment authorization, and final program evaluation.

EVALUATION ON STUDENT PROGRESS	
<p>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.</p>	
<p>Range of Evaluation Dates: From (mm-dd-yyyy): <u>specific dates</u> To (mm-dd-yyyy): <u>specific dates</u></p>	
<p>submits the first assessment within twelve months</p>	
<p>Signature of Student: _____</p>	
<p>Printed Name of Student: <u>all signature areas must by signed with a pen</u> Date (mm-dd-yyyy): _____</p>	
<p>Signature of Employer Official with Signatory Authority: _____</p>	
<p>Printed Name of Employer Official with Signatory Authority: <u>all signature areas must by signed</u> Date (mm-dd-yyyy): _____</p>	
FINAL EVALUATION ON STUDENT PROGRESS	
<p>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.</p>	
<p>Range of Evaluation Dates: From (mm-dd-yyyy): <u>specifc dates</u> To (mm-dd-yyyy): <u>specific dates</u></p>	
<p>a final evaluation that recaps all the training and knowledge acquired during the complete training period.</p>	
<p>Signature of Student: _____</p>	
<p>Printed Name of Student: <u>all signature areas must by signed with a pen</u> Date (mm-dd-yyyy): _____</p>	
<p>Signature of Employer Official with Signatory Authority: _____</p>	
<p>Printed Name of Employer Official with Signatory Authority: <u>all signature areas must by signed</u> Date (mm-dd-yyyy): _____</p>	