

Instructions to fill out Form I-983

Please carefully follow the instructions on the screenshots of the Form I-983 included in this document. In addition, see below examples to assist you with specific entries.

On page 1:

STEM OPT Requested Period: From the day after your current EAD expires until **two years** later (minus one day)

Example: If your current EAD is valid until 8/26/2023 then the date should be From: 08-27-2023 To: 08-26-2025

Qualifying Major and Classification of Instructional Programs (CIP) Code must include the number found next to your STEM eligible major on your I-20 (XX.XXXX)

Example: 11.0501 – Computer Systems Analyst

Based on a Prior Degree should be checked off as NO, unless your application is based on a STEM degree obtained at another US school

Employment Authorization Number is the USCIS# found on your EAD card (not the receipt#). Should be a nine digit number.

Example: 123-456-789

On page 2:

Do not confuse Employer Identification Number (EIN) with your company's E-Verify number. They are not the same.

(EIN) is a nine-digit number that IRS assigns generally in the following format: XX-XXXXXXX

The E-Verify company number consists of four to seven numerical characters

The Start Date should be the date that you are starting to work with the company on your STEM OPT period.

Example: If you are continuing with the same employers and your current EAD card ends on 08/26/2020 the start date should be the 08/27/2020.

Page 3:

The Site Name and Address should be where you are physically working and may be different from the company's main address.

Example: The main company is Bank of America, 123 Main Street, New York, NY 23456

But you enter **the address of the branch where you physically work:** Bank of America, 567 Edison Blvd, Suite 6, New York, NY 23457

The Site Name and Address could also differ companies and their locations. You may be employed by Company A, but have been offered a position for a project where you are working at a location for Company B.

Example: You may be employed by HireGenics, 2400 Meadowbrook Parkway, Duluth, GA 30096 but have been offered a position for a project where you are working at a location for Bristol-Myers Squibb 4931 George Rd, Tampa, FL 33634.

You would again enter **the address of the branch where you physically work:** Bristol-Myers Squibb 4931 George Rd, Tampa, FL 33634.

Please continue below for examples of the I-983.

Name

Last Name(s), First Name(s)
Example: Smith, Robert
(make sure it matches passport).

Type in University of South Florida.

Please include one of the following DSO name:

Daniella Mui: dmui@usf.edu
James Schwartz: jwschwartz@usf.edu
Mary-Ellen Smith: mesmith@usf.edu

Please include following address for DSO and phone number contact information:

4202 E Fowler Ave BEH255, Tampa, FL 33620
(813) 974-5102

The Employment Authorization Number is the **USCIS #** found on your EAD card (not the receipt #).
Example: 123-456-789

Insert the name of the school where you got your Stem Degree.

This is found on page one of your I-20.

Please Note!
Do not leave the document in an **editable format** (we should not be able to click and edit text on the document.)

"From" should be day following EAD expiration.

If you are filing based on your most recent STEM degree from USF, check "NO."

Please Note!
Signature cannot be a typed font. SEVP accepts the following signature formats: Physical/Wet Signature, Electronic signatures using software programs or applications, Electronically reproduced copies of an original signature.

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

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 5/31/2025

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): <div style="border: 1px solid black; padding: 2px; display: inline-block;">MIA214F00043000</div>
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 checked="" type="checkbox"/> No		
Employment Authorization Number: _____		
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:		
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: _____		Date (mm-dd-yyyy): _____

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Employer name
Ensure that employer name is identical to the one included on **page 3**.

Start Date of Employment
Input the first day with the company on the STEM period

“Title of Employer” must be included with the printed name of your employer

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name:		Street Address:	Suite:
Employer Website URL:		City:	State: ZIP Code:
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. _____		
	2. _____		
	3. _____		
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:			
1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;			
2. 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;			
3. 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 (Note: 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			
4. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214), which include, but are not limited to, the following:			
a. 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;			
b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;			
c. 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;			
d. 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			
e. 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: _____			
Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____			

Please note!
Your employers should provide you with these details.

Please Note!
Signature of Employer Official cannot be a typed font. SEVP accepts the following signature formats: Physical/Wet Signature, Electronic signatures using software programs or applications, Electronically reproduced copies of an original signature.

Name

Last Name(s), First Name(s)
Example: Smith, Robert
(Should match passport)



This is the business name of
your work location



Employer Name

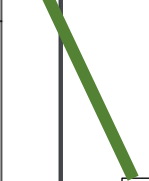
Ensure that employer name
is identical to the one
included on **page 2**.



Ensure that the City, State,
and ZIP are included.



If you primarily work
remotely from home, this
should be your home
address.



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>	
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.	
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.	
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.	
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.	

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

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: _____

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.

“Title of Employer” must be included with the printed name of your employer



Please Note!
Signature of Employer Official cannot be a typed font. SEVP accepts the following signature formats: Physical/Wet Signature, Electronic signatures using software programs or applications, Electronically reproduced copies of an original signature.



Please Note!

Page 5 should be included but remain **BLANK** for now.

(You will use it later for STEM validations and reporting end of employment).

EVALUATION ON STUDENT PROGRESS

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.

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): _____

FINAL EVALUATION ON STUDENT PROGRESS

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.

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): _____