

# Completing Form I-983

## Guide to be used by student when completing Section 1 of Form I-983

The purpose of this guide is to help the student complete Section 1 of the [Form I-983](#) correctly. **This information has been adapted directly from the Form I-983 Instruction page. Revisions have been included where appropriate to clarify information as it pertains to students who are on currently OPT/STEM OPT upon completion of a degree earned at the University of Florida.** The student should also refer to the formal [Form I-983 Instruction](#) page for further guidance on completing the remainder Form I-983. Any student or employer questions regarding completing all other sections of Form I-983 should be directed to [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov).

### Section 1: Student Information (Completed by Student):

- o **Student Name:** Enter your full name (Surname, Given Name) exactly as it appears on your Form I-20.
- o **Student Email Address:** Enter the email address where you can be contacted.
- o **Name of School Recommending STEM OPT:** You may find this information in the "**School Information**" section of your Form I-20; enter the school name exactly as in appears in the Form I-20.
- o **Name of School Where STEM Degree Was Earned:** If your degree was earned from the University of Florida, the information is same as above; if your application is based on a prior STEM degree not from the University of Florida, enter the name of the school that awarded the degree.
- o **SEVIS School Code of School Recommending STEM OPT:** You may find this information in the "**School Information**" section of your Form I-20; enter the school code exactly as in appears on the I-20 (including the 3-digit suffix).
- o **DSO Name and Contact Information:** Enter the full name and contact information, including official address, phone, and email, of the DSO who is recommending this STEM OPT and processed this Form I-983.

**For a list of the DSOs at the University of Florida, please see the [ISS Staff Listing](#); your DSO is the advisor assigned to work with the part of the alphabet that corresponds to your surname.**

- o **Student SEVIS ID Number:** Enter your SEVIS ID number, found on top left hand side of your Form I-20.
- o **STEM OPT Requested Period:** Enter the period during which you are requesting to work on STEM OPT (regardless of whether the authorized dates match actual training dates).
  - If you are currently on the 12-Month Post-Completion OPT, the start date entered here should be the day immediately following your current OPT end date. For example, if your current EAD ends May 15<sup>th</sup>, then your start date is May 16<sup>th</sup>.
  - If you are currently on the 17-Month STEM OPT, the start date entered here should be on or before your application is filed with USCIS. For example, if you anticipate that your application will reach USCIS on or about June 30<sup>th</sup>, then your start date should be no later than June 30<sup>th</sup>. The end date should be 7 Months from the current STEM OPT EAD end date. The F-1 student and the student's employer will be subject to the terms and conditions of the Form I-983 as of the date of receipt at USCIS and thus the requested period should identify a start date on or before proper filing at USCIS.
- o **Qualifying Major and Classification of Instructional Programs (CIP) Code:** Enter your STEM major that qualifies you for the STEM OPT extension, as well as the degree's (CIP) code. You may find this information on the "**Program of Study**" section of your Form I-20. You may also verify that your CIP code (listed on your I-20) is included in DHS's [STEM Designated Degree Program list](#).
- o **Level/Type of Qualifying Degree:** Enter the academic level upon which you are basing STEM OPT. For example, enter Bachelor's, Master's, or Ph.D.
- o **Date Awarded:** Enter the date when the degree, upon which STEM OPT will be based, was awarded. This is the same as your graduation date, as noted in your diploma and school transcript.
- o **Based on Prior Degree?** Check "Yes" if your STEM OPT participation is based on a previously-obtained STEM degree, and is not the same degree upon which your current post-completion OPT was granted. Check "No" if your STEM OPT participation is based on your most recently obtained degree, and that is the degree upon which your current post-completion OPT is based.
- o **Employment Authorization Number:** Enter your "A" number, which is noted on your Employment Authorization Document (EAD) card.

If you have questions about completion of Section 1 information, not addressed in this guide, please contact your DSO for guidance.

### Regarding Section 3: EMPLOYER INFORMATION (Completed by Employer)

If you are employed by a University of Florida department, here are the three responses to the relevant questions in section 3:

- UF's EIN: 59-6002052
- UF's Number of Full Time employees in the U.S.: 26,400
- UF's North American Industry Classification System Code: 611310

If you are not employed by UF, please contact your employer for the relevant information.

**Guide to be used when completing Section 5 of Form I-983, provided by  
Fragomen, Del Rey, Bernsen & Loewy, LLP**

**Form I-983, Section 5:**

<p><b>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.</b></p>	<p><b>Template response:</b> The student is employed as a &lt;JOB TITLE&gt; at &lt;COMPANY NAME&gt;. In this role, &lt;HE/SHE&gt; will perform the following duties &lt;JOB DUTIES&gt;. &lt;HIS/HER &gt; &lt;BS, MS or Ph.D.&gt; degree in the field of &lt;STEM FIELD&gt; is directly related to &lt;HIS/HER &gt; work as a &lt;JOB TITLE&gt; in that &lt;LIST A FEW JOB DUTIES&gt; involve(s) practical application of the following theoretical concepts from the &lt; STEM FIELD&gt;: &lt;LIST A FEW CONCEPTS&gt;.</p>
<p><b>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.</b></p>	<p><b>Template response:</b> The following goals have been identified for the F-1 student: &lt;LIST 3-5 GOALS IN RELATION TO THE SPECIFIC SKILLS, TECHNIQUES AND KNOWLEDGE TO BE GAINED FROM THE JOB AND DESCRIBE HOW THE F-1 WILL ACHIEVE THE GOALS THROUGH ITS TASKS AND TRAINING OPPORTUNITIES.&gt;</p>
<p><b>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.</b></p>	<p>When responding to this question, describe role of supervisor(s). Does supervisor assign work, review/assess work, sign off on work? Does the supervisor provide formal or informal training? How else does the supervisor provide oversight and supervision to the F-1 student? How does the supervision fit into a training program, if one exists?</p>
<p><b>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.</b></p>	<p>When responding to this section, describe the methods for assessing the F-1 student’s performance and how frequently assessments occur. Keep in mind that the employer is required to measure the F-1 student’s progress in meeting the goals and objectives outlined above. It is not required to do a subjective assessment of the F-1 employee’s capabilities.</p>
<p><b>Additional remarks (optional): Provide additional information pertinent to the Plan.</b></p>	<p>Optional.</p>