



# Northeastern University

## **Guide for Completing Form I-983 Training Plan for STEM OPT Work Authorization** **(Northeastern University Administrators)**

*The guidance provided by the Office of the General Counsel in this step-by-step guide is intended for informational purposes only, and should not be construed as legal advice.*

### **Introduction**

The Form I-983 is a formal training plan and must clearly articulate the STEM OPT employee's learning objectives and affirm the employer's commitment to helping achieve those objectives. To fulfill this requirement, the employee/trainee and their employer must complete and sign Form I-983 and submit it to the educational institution's international office sponsoring the F-1 STEM OPT.

STEM OPT employee/trainees and their employers are subject to the terms and conditions of the 24-month STEM OPT extension regulations, effective as of the employment start date requested for the associated STEM OPT period, as indicated on the Form I-983. The information below is to assist employees/trainees and their employers to properly complete the Form I-983.

### **When Does the Training Plan Need to be Completed**

There are 5 possible scenarios when the training plan needs to be completed:

|   | <b>Event</b>                                                                         | <b>Reporting Requirement</b> |
|---|--------------------------------------------------------------------------------------|------------------------------|
| 1 | Start of STEM OPT work period                                                        | New I-983 Training Plan      |
| 2 | 12-month mark of the STEM OPT work period                                            | 12-Month Evaluation          |
| 3 | 24-month mark of the STEM OPT work period                                            | Final Evaluation             |
| 4 | Start of new employment if trainee joins in the middle of their STEM OPT work period | New I-983 Training Plan      |
| 5 | End of employment if trainee leaves before the STEM work period is over              | Final Evaluation             |

Form I-983 and additional information can be found at:

<https://studyinthestates.dhs.gov/employers-and-the-form-i-983>

### **How to Complete the Training Plan**

#### **Section 1: Student Information (Completed by Employee/Trainee)**

Student Name: Enter full name (Surname/Primary Name, Given Name) exactly as it appears on the passport.

Student Email Address: Enter current email address.

*Name of School Recommending STEM OPT:* Enter school name (see “School Information” section on Form I-20).

*Name of School Where STEM Degree Was Earned:* Enter the name of the school from which the STEM OPT degree was awarded. This may or may not be the same school recommending the STEM OPT if using a previously awarded STEM degree.

*SEVIS School Code of School Recommending STEM OPT:* Northeastern University’s F-1 School Code is **BOS214F00257000**. If your I-20 is not issued by Northeastern, you can find your school code on page 1 of the current Form I-20.

*DSO Name and Contact Information:* Enter the name and contact information of your Designated School Official. If the I-20 was not issued by Northeastern, please enter the contact information of the Designated School Official issuing the new STEM OPT I-20. Please contact the institution’s international office for this information.

*Student SEVIS ID Number:* Enter the SEVIS identification (ID) number (see “SEVIS ID” at top of Form I- 20, beginning with N).

*STEM OPT Requested Period:* The duration of the STEM OPT extension is based exclusively on the current OPT end date, regardless of whether the authorized dates match actual training dates.

- *Initial STEM OPT Extension Application:* For an employee/trainee currently on 12-month OPT requesting a STEM OPT extension, the start date should be the day after the current 12-month OPT ends and the end date is fixed at 24 months after the start date:
  - Start date = date immediately after the current 12-month OPT ends
  - End date = date 24 months from the start date determined above
- *Subsequent STEM Training Plans Within the 24-month Period of STEM OPT:* For an employee/trainee who has already been granted employment authorization for a 24-month period based on their STEM degree, a new Training Plan must be submitted if there are any changes to the original plan and/or if they change jobs or employers (see the section above for When to Submit a I-983 Training Plan). For these applications, the start date should reflect the anticipated start date in the new position and the end date should correspond with the end date on their currently valid STEM OPT employment authorization document (EAD):
  - Start date = date when changes in employment will go into effect
  - End date = expiration date of the currently valid STEM OPT EAD document

Qualifying Major and Classification of Instructional Programs (CIP) Code: Enter the six-digit code per Form I-20 for the particular school and degree program the STEM OPT request is based on. If using a Form I-20 issued in 2015 or later, the CIP code can be found in the “Program of Study” section on page 1. If using a Form I-20 issued prior to 2015, the CIP Code can be found at the top of page 3, preceding the specific major.

Level/Type of Qualifying Degree: Enter the academic level upon which you are basing STEM OPT. (For example, Bachelor’s, Master’s, or Ph.D.)

Date Awarded: Enter the program end date listed on the Form I-20 for the particular school and degree program upon which you are basing your STEM OPT request.

Based on Prior Degree?: Check “No” if your STEM OPT is based on your most recently obtained degree, and that is the degree upon which your current OPT is based. Check “Yes” if your STEM OPT is based on a previously-obtained U.S. STEM degree, and is not the same degree upon which your current OPT was granted.

Employment Authorization Number: Enter your “A” number found on your Employment Authorization document (EAD card).

## **Section 2: Student Certification**

Student Certification: Review each item carefully and affirm the statements by signing and dating the Form.

## **Section 3: Employer Information (Completed by Employer)**

Employer Name: Enter Northeastern University information. For example: “**Northeastern University.**”

Street Address, Suite, City, State, Zip Code: Enter the employer’s complete mailing address as: **Northeastern University – Boston Campus, 360 Huntington Avenue, Boston, MA 02115**

Employer Website URL: Enter specific department or lab website link if available or [www.northeastern.edu](http://www.northeastern.edu)

Employer ID Number (EIN): Enter Northeastern University’s FEIN: **04-1679980**

Number of Full-Time Employees in the United States: Enter Northeastern University’s number of full time employees as **4,763**.

North American Industry Classification System (NAICS) Code: Enter Northeastern University’s NAICS code: **611310**.

OPT Training Hours per Week: Enter the agreed-upon number of average working hours per week. In order to qualify for STEM OPT, the student must work a **minimum** of 20 hours per week for each job.

Start Date of Employment: Enter the date when the employee/trainee will begin STEM OPT with the employer.

Compensation: Enter the dollar amount of salary, stipend, and/or other compensation, and the frequency of pay (per hour, per week, bi-weekly, monthly). Other compensation may include housing, tuition waivers, transportation costs, etc.

**NOTE:** The terms and conditions of a STEM practical training opportunity (including duties, hours, and compensation) must be commensurate with those applicable to similarly situated U.S. workers, except that a STEM OPT participant must work at least 20 hours per week while employed.

#### **Section 4: Employer Certification**

The Northeastern employee's Principal Investigator (P.I.) or supervisor *must* be listed as the employer contact, as well as the signatory on the Form I-983. College/Division Key Contacts or other staff members may not sign or attest to the STEM OPT requirements on a student's behalf.

Employer Certification: The Employer Official with signatory authority must be the P.I. or supervisor who is familiar with the student's goals and responsible for supervising the student during the employment period. The P.I. or faculty supervisor must review each item carefully and affirm the statements by signing the Form.

#### **Section 5: Training Plan for STEM OPT Students (Completed by Employer)**

In order to better ensure the academic benefit and integrity of the extension, Federal regulations require each STEM OPT student to prepare and execute with **his or her** prospective employer a formal training plan that identifies learning objectives and a plan for achieving those objectives. The STEM OPT student and his or her employer must work together to finalize the plan.

Student Name: Enter employee/trainee's full name (Surname/Primary Name, Given Name) exactly as it appears on their passport.

Employer Name: Enter the employer's name, as it appears in "Section 3: Employer Information."

Site Name: Enter Northeastern University information. For example: “**Northeastern University – College of Engineering.**”

Site Address: Enter the exact address of the work site where the STEM OPT will take place.

Name of Official: Enter the name of the Principal Investigator (P.I.) or Faculty Supervisor who signed the Employer Certification.

Official's Title: Enter the Northeastern title of the Principal Investigator (P.I.) or Faculty Supervisor.

Official's Email: Enter the email address of the Principal Investigator (P.I.) or Faculty Supervisor.

Official's Phone Number: Enter the phone number of the Principal Investigator (P.I.) or Faculty Supervisor.

Student Role and the Training Program's Direct Relationship to the Student's Qualifying STEM

Degree: Describe what specific tasks and assignments the employee/trainee will carry out during their employment, and how these relate to the STEM degree. The plan must cover a specific span of time, and detail specific goals and objectives.

Goals and Objectives: Describe the specific skills, knowledge, and techniques the employee/trainee will learn or apply; how the employee/trainee will achieve the goals set out for his or her training; and the training curriculum including the timeline.

Employer Oversight: Explain how the employer provides oversight and supervision to the employee/trainee. If the employer has a training program or related policy in place that controls such oversight and supervision, a description of the program or policy may suffice to answer the question.

Measures and Assessments: Explain how the employer measures and confirms whether the employee/trainee is 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.

Additional Remarks: Provide any additional pertinent information.

## **Section 6: Employer Official Certification**

Certification of Official with Signatory Authority: Signature by an individual with university signature authority for the I-983. For information about who is able to sign this form, please

contact Laura Black in the Office of the General Counsel at [l.black@northeastern.edu](mailto:l.black@northeastern.edu). This individual must review each item carefully and affirm the statements by signing the Form.

## **Evaluation on Student Progress (Completed by Employee/Trainee and Employer)**

During the course of the STEM OPT employment, the employee/trainee is required to submit self-reported evaluations and assessments. Evaluations are a shared responsibility of both the employee/trainee and the employer to ensure that the employee/trainee's practical training goals are being satisfactorily met. The employee/trainee is responsible for conducting a self-evaluation based on his or her own training progress. The employer must review and sign the self-evaluation to attest to its accuracy.

These evaluations are required at the following times:

- *First Self-Evaluation (page 5 of Form I-983)*: Must be completed and submitted to the DSO after 12 months of the initial STEM OPT period, with dates ranging from the start of the training program and ending after the first 12 months.
- *Final Self-Evaluation (page 5 of Form I-983)*: Must be completed and submitted to the DSO at the conclusion of the training program, with dates ranging from the date of the first evaluation to the last day of employment under the training plan. Please note that the final evaluation must be submitted even if the student leaves the position early for any reason.

*Student Signature*: Student/Employee/Trainee must sign, print name, and enter date of signature.

*Employer Signature*: Signature by an individual with university signature authority for the Form I-983. For information about who is able to sign this form, please contact Laura Black in the Office of the General Counsel at [l.black@northeastern.edu](mailto:l.black@northeastern.edu).

*Upon Completion of the Evaluation*: Student/Employee/Trainee will provide page 6 and page 7 of Form I-983 to their Designated School Official for record purposes. These can be submitted electronically.

For any questions filling out this form, please contact Laura Black in the Office of the General Counsel at [l.black@northeastern.edu](mailto:l.black@northeastern.edu).