

# Tips for Completing the Form I-983

When you submit your STEM OPT I-20 Request in iStart, you must also include your completed Form I-983. It is not uncommon that students must make revisions to the I-983 before it can be accepted as complete. The ISSP has put together some tips to help you complete this form with the most accurate information. If you have any questions as you are completing the form, please [schedule an appointment](#) with an ISSP advisor or contact ISSP at [globe@wm.edu](mailto:globe@wm.edu).

## Section 1: Student Information

Complete this section using information about yourself, your degree, and William & Mary. Note the following:

- The SEVIS School Code can be found on your I-20 under “School Information”
- Your major CIP code can be found on your I-20. To be eligible for STEM OPT, your major CIP code must be listed on the [STEM Designated Degree Program List](#).
- 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 “No” to the “Based on a Prior Degree?” question.
- 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, check “Yes” to the “Based on a Prior Degree?” question.

## Section 2: Student Certification

Review each item carefully and affirm the statements by signing and dating the form.

## Section 3: Employer Information

Your employer should complete this section.

**Note for employers:** 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

Your employer should review each item carefully and affirm the statements by signing and dating the form.

## Section 5: Training Plan for STEM OPT Students

Complete this section together with your employer.

**Remote Work & the Employer Site Information section** - Working remotely is permitted during STEM OPT. When working remotely, you should list the address of where you are working in your employer site address (page 3). For example, if you will be working remotely from home, you should list your home address. If you move or change work locations, you should submit an updated I-983 within 10 days of the change.

For Section 5 to be considered complete, you must also fully respond to each prompt and make sure that all requested information is included in each of your responses. Note the following:

- **Student Role** – You can take information directly from the job description for your position. It is okay if a person outside of your field would not be able to fully understand the description of the position.
- **Goals and Objectives** – Name the specific personal and professional goals you wish to accomplish through this job (i.e. new knowledge, skills, or techniques you want to acquire). Then, discuss the specific work assignments you will be responsible for completing and how they will help you accomplish your goals. If you're not sure of your specific work assignments, ask your employer.
- **Employer Oversight** – How will your employer supervise and train you on the job? Your employer may already have a specific training plan or related policy in place, and it is okay to describe that existing plan or policy here.
- **Measures and Assessments** – Give specific examples of how your employer will measure and assess your progress. Examples of measurements or assessments include, but are not limited to, performance reviews, customer or client feedback, work samples, self-evaluations, and checklists.

## Section 6: Employer Official Certification

Your employer should review each item carefully and affirm the statements by signing and dating the form.

## Evaluation on Student Progress and Final Evaluation on Student Progress

During the course of the STEM OPT employment, the student is required to submit self-reported evaluations and assessments. Student evaluations are a shared responsibility of both the student and the employer to ensure that the student's practical training goals are being satisfactorily met. The student 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.

You should not complete these evaluations when applying for STEM OPT—they will be due later. The first evaluation is required after completion of 12 months of the STEM OPT period. The final evaluation is due at the conclusion of the 24-month STEM OPT period.