

Tufts International Center

Guide to Form I-983 Training Plan for Tufts University Hiring Managers

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Introduction to Department of Homeland Security Form I-983

International students in the US on F-1 student visas who have US degrees in certain STEM fields may be eligible to apply for a 24-month extension of their post-completion Optional Practical Training employment authorization. This extension, called the “STEM OPT” extension, allows students to remain in the US to obtain paid, professional training and learning in their STEM degree field. In order to qualify for this benefit, the student must have an offer for employment of 20 hours (or more) per week with an E-Verify employer. In addition, the student and the student’s employer must complete a [Form I-983 training plan](#) that describes how the job opportunity will provide supervised, professional training in the student’s STEM degree.

Tufts University Roles and Responsibilities

Tufts University is an E-Verify employer, and Tufts departments may provide paid training opportunities to students who qualify for STEM OPT extension employment authorization based on their prior US degree history. It is up to the individual student to determine whether their US degree qualifies for this benefit.

Once a Tufts hiring unit offers employment under the STEM extension benefit, **the student and the student’s supervisor or Principal Investigator must complete and sign Form I-983**. The International Center has provided the guidance below to assist with this process.

- Additional guidance about Form I-983: <https://studyinthestates.dhs.gov/form-i-983-overview>.
- Sample Form I-983: https://icenter.tufts.edu/wp-content/uploads/i983_tips_2020-01-05.pdf.

Note that the employer sections of Form I-983 cannot be completed by the Tufts International Center on behalf of individual hiring units. The I-983 training plan is a detailed description regarding the job opportunity being offered by a department or unit to the student. As a result, the form should be completed by the student and the student’s supervisor or PI as the individuals best placed to describe the job opportunity.

Guide to Completing Form I-983

This guide delineates responsibilities for completion of the form, as well as provides a basic orientation to the form. All parties should keep in mind that the STEM OPT extension benefit is considered an opportunity for students to gain additional training and learning in the student’s STEM degree; as such, the purpose of Form I-983 is to articulate learning and training objectives, and to confirm the employer’s commitment to providing the resources and personnel needed to help the student realize those objectives. **Upon completion of the form,**

the student should provide a copy to his/her international student advisor. In addition, both the student and the student’s supervisor and/or department manager should retain a copy in the student’s employee file.

Section 1: Student Information – To Be Completed by the STUDENT

- The student should consult with an international student advisor at their most recent school for assistance – if the most recent school was Tufts University, contact an International Center advisor (<https://icenter.tufts.edu/contact/contact-advisor>).
- The box below is intended as a guide for **international students** whose most recent school was Tufts University and who are seeking STEM-based employment at Tufts.

Student Name	Indicate your name as written in your passport
Student Email	Provide a valid email address
Name of School Recommending STEM OPT	Tufts University
Name of School Where STEM Degree Was Earned	Indicate school where you earned your STEM degree – either Tufts University or another previous university
SEVIS School Code	The school code is indicated in the “School Information” section of page 1 of your most recent I-20.
Designated School Official	Indicate the name of your International Center advisor. If you are uncertain, go to https://icenter.tufts.edu/contact/about-contact
SEVIS ID Number	Refer to your most recent I-20. Your SEVIS number is printed at the top and has the format “N00xxxxxxxx”
STEM OPT Requested Period	The start date will be the day after your post-completion OPT expires, and the end date will be two years after the start date. For example, if your post-completion OPT expires on May 31, 2021, the start date will be June 1, 2021, and the end date will be May 31, 2023.
Qualifying Major and CIP Code	Refer to the I-20 issued for your STEM degree. The CIP should be indicated next to your STEM major and has the format XX.XXXX
Level / Type of Degree	Indicate “BA”, “MS”, “PhD”, etc.
Date Awarded	Indicate date your STEM degree was awarded
Based on Prior Degree?	If your STEM degree was your most recent degree, check “No”; otherwise, if your STEM degree was awarded before your most recent degree, check “Yes”
Employment Authorization Number	Provide the 9-digit USCIS# from your post-completion Optional Practical Training EAD card (format xxx-xxx-xxx)

Section 2: Student Certification – To Be Signed by the STUDENT

- The student should read and sign this section.

Section 3: Employer Information – To be Completed by the Tufts SUPERVISOR OR PI

- Section 3 should be completed by the student’s supervisor / PI at Tufts following the guidelines indicated below.

Employer Name	Tufts University – also indicate Department or Unit
Address Information	Provide address of department or unit
Employer URL	Provide unit’s website URL
Employer ID (EIN)	04-2103634
# Employees	Approx 5,000
NAICS Code	61130
OPT Hours Per Week	Indicate anticipated # of hours per week the student will be employed. Note: job offer must be 20 hours per week or more. STOP if under 20 hours per week.
Start Date	Indicate anticipated start date for employment under the STEM OPT extension program – must be on or after the STEM OPT extension start date
Compensation	Indicate compensation amount and frequency, e.g., “\$25.00 per hour” or “\$50,000 per year”
Other Compensation	Indicate only if the student will receive other forms of non-salaried compensation, such as stipends, housing, etc. Compensation and duties should be commensurate to similarly situated and employed US workers.

Section 4: Employer Certification – To be Completed by the Tufts SUPERVISOR OR PI

The student’s supervisor or principal investigator should read through the information indicated in this section and sign it. By signing it, the supervisor or PI agrees to conditions set forth in this section, including the obligation to notify the Designated School Official (international advisor) indicated on Page 1 of any material changes to the plan, including the termination or departure of the student from the opportunity or the ability of the hiring unit to provide sufficient resources and personnel to provide training to the student in the student’s STEM field; affirms that the student will not be used to replace or displace US workers; and acknowledges the possibility of a Homeland Security site visit to the student’s worksite.

This plan should be reviewed by the supervisor or PI as the person best positioned to attest to the fact that the student will receive training and learning in the STEM field as described in Section 5 of the Form.

Section 5: Training Plan – To be Completed by the STUDENT and the Tufts SUPERVISOR OR PI

- The purpose of this section is to outline how the employment offered to the student constitutes training in the student’s STEM degree. The student and the student’s PI or supervisor should work collaboratively to develop a formal training plan that identifies learning objectives and the steps needed to achieve those objectives by completing this

section. Students and supervisors are encouraged to provide detailed responses to the questions regarding:

- the student’s role in the hiring unit, and how that role constitutes a training opportunity in the student’s STEM field
- the goals and objectives of the training program
- the method of oversight used to monitor the student’s performance and progress
- the measures and assessments used to evaluate the student’s performance and progress

Student Name	Indicate student name (same as Page 1)
Employer Name	Indicate Tufts University and Department / Hiring Unit
Employer Site Name and Address	Indicate name and address of site where the student will be receiving training experiences – usually same as department
Name of Official	Indicate name of student’s supervisor or PI
Official’s Title	Indicate supervisor’s title
Official’s Email / Phone	Indicate supervisor’s email address and phone number

Section 6: Employer Official Certification – To be Completed by the Tufts SUPERVISOR OR PI

The employer’s PI or supervisor should read and sign this section.

Evaluation on Student Progress and Final Evaluation on Student Progress (Page 5)

These sections should be left blank when submitting the initial STEM OPT extension application.

- The student must complete a midterm evaluation (after completing the first year of the STEM OPT training experience) regarding progress toward the goals and objectives outlined in the training plan. The student and the student’s supervisor must sign the plan. The student must then provide a copy of the completed and signed midterm evaluation to the student’s international student advisor
- The student must complete a final evaluation at the conclusion of the training experience. This may be at the end of the 24-month STEM OPT authorization, or upon the student’s termination or departure from the employment experience, whichever comes first.