

Instructions for Completing Form I-983 for F-1 Students on OPT

[Form I-983](#), "Training Plan for STEM OPT Students," is required for F-1 students applying for the 24-month STEM OPT extension. Below are step-by-step instructions on how to complete the form properly. Once complete with all required signatures, email to a DSO at HCU.

Section 1: Student Information

1. **Student Name** – Enter your full legal name as it appears on your Form I-20, with your surname first a comma, and then your given name.
 2. **Student Email Address** – Provide your valid email address that you will be able to check for at least the next 2 years.
 3. **Name of School Recommending STEM OPT** – Enter the name of the school that awarded your STEM-eligible degree (this will be Houston Christian University).
 4. **Name of School Where STEM Degree Was Earned:** This will be Houston Christian University unless you are applying for the STEM extension based on a former degree from another institution (in rare cases).
 5. **SEVIS School Code of School Recommending STEM OPT** – This code is on your Form I-20 (e.g., HOU214F00164000).
 6. **Designated School Official (DSO) Name and Contact Information** – Enter the full name, email, and phone number of your DSO (e.g. Shannon Bedo, sbedo@hc.edu; 281-649-3292).
 7. **Student SEVIS ID Number** – Found at the top left of your Form I-20 (begins with "N00...").
 8. **STEM OPT Requested Period:** From: would be the day after your current OPT ends. To: would be 2 years from that date. Example would be from: 07/30/2025 to: 7/29/2027.
 9. **CIP code:** Can be found on the I-20 under Major. It's 6 digits. Example: 43.0404
 10. **Based on Prior Degree?** The answer is no UNLESS the STEM degree that you are using to apply for STEM OPT is NOT the degree that you just completed from HCU.
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Section 2: Student Certification

- Read the certification carefully and sign and date the form to confirm your understanding of the STEM OPT requirements and reporting obligations.
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Section 3: Employer Information

1. **Employer Name** – Enter the full legal name of your employer.
 2. **Employer Address** – Provide the company’s main address or the location where you will work.
 3. **Employer Website URL** – If available, enter your employer’s official website.
 4. **Employer Identification Number (EIN)** – Ask your employer’s HR department for this number. It is a unique nine-digit tax ID and is NOT the E-verify number.
 5. **NAICS code:** Ask your employer’s HR department for this code.
 6. **OPT Hours per week:** must be over 20 hours per week.
 7. **Compensation:** put how much you make per year, per month, per week or per hour BUT also put the frequency (i.e. per year).
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Section 4: Employer Certification

- The employer must read and sign this section, confirming their commitment to providing training and ensuring compliance with STEM OPT requirements.
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Section 5: Training Plan for STEM OPT Students

1. **Employer Site Information:** Location where the student will be working and contact.
 2. **Student Role** – Describe your job title and responsibilities. Ensure they align with your STEM degree.
INCLUDE YOUR JOB TITLE.
 3. **Goals and Objectives** – Explain how the job will enhance your knowledge and skills related to your field of study.
 4. **Employer Oversight** – Describe how your employer will supervise and evaluate your training progress.
 5. **Measures and Assessments** – Outline how your performance will be reviewed (e.g., evaluations, check-ins).
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Section 6: Employer Official Certification

- **Signature of Employer Official:** Supervisory or HR representative reads and signs page 4.
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Page 5: Evaluation of Student Progress (To Be Completed at Year 1 & Year 2 check in’s)

- Do not complete this page when first applying for STEM OPT.



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- **First Evaluation (12-month review):** The top part of page 5 needs to be completed at the end of the first year of STEM OPT with the supervisor's or HR's signature and return to HCU's International Office.
- **Final Evaluation (24-month review):** Completed at the end of your STEM OPT period with the supervisor's or HR's signature and return to HCU's International Office.