Tips for Completing the Form I-983

International Student and Scholar Office
TOWSON UNIVERSITY.

Form I-983 must be completed before ISSO will issue an I-20 recommending STEM OPT. It will be kept with your immigration file. The I-983 DOES NOT need to be submitted to USCIS; copies should be kept by you and your employer. All signatures must be in ink and then scanned. You cannot use digital signatures on this document.

We have included guidance here only for sections which you may find difficult or confusing. Please also refer to USCIS's instructions for completing the I-983 form: https://www.ice.gov/doclib/sevis/pdf/i983Instructions.pdf

Section 1: Student Information

Student Email Address:	Your personal e-mail address, not necessarily the one you used while a student at Towson
Name of School Recommending STEM OPT	Towson University
Name of School Where STEM Degree Was Earned.	For most students the answer is Towson University. However if you are applying for STEM OPT based on a previous STEM degree from another SEVP approved school, you will need to list that school's name.
SEVIS School Code:	BAL214F00040000
Designated School Official	Gail Gibbs (ggibbs@towson.edu)
STEM OPT Requested Period (mm-dd-yyyy)	From: date should be the day after your post-completion OPT End Date
CIP Code	It is located on the first page below your major, in the form XX.XXXX
Date Awarded	Check your diploma or transcript for the date of conferral
Based on prior Degree:	o Answer is no if you are using your most recently-completed degree from Towson University to apply for STEM. o Answer is yes if you are applying for STEM OPT based on a prior degree (NOT your most recently-completed degree from Towson)

Instructions for completing the Employer and employee sections are available at https://studyinthestates.dhs.gov/form-i-983-overview

Section 3:
Do not leave any blank spaces. All items are required.
- Please note that the EIN is required for the I-983, and is 9 digits. Your I-765 application will require your company's e-Verify number, which is 4-7 digits. The EIN and the e-Verify number are different numbers – make sure you are getting both from your employer.

Section 5:
Please read I-983 instructions carefully.

Student Role must address how your role improves upon the courses/work you did at Towson University. It is *not* a job description. This section should address how what you're doing in your job relates to your degree. What did you learn during your degree that you use to do your job? A simple way of showing this is to describe some of the content in your degree and how you are using that in your position. For example, "Student's degree in *your major here* prepared them to *insert some of your job duties here* (if they align with your degree). Using the skills learned during their degree, as a *your job title*, Student does *insert things they learned in their degree*." You can also refer to specific courses here too, if they were of particular use in your job - for example, "I learned software development coding in my SOFT 600 (*or whatever your classes were*) and SOFT 763 course, which I will use in my position as *your job title here*."

Goals and Objectives: Please explicitly indicate the goals for the first 12 months and the second 12 months of OPT STEM employment: we need a timeline here, as the goals you indicate will be used to complete the student evaluation at 12-months and your final evaluation report. This is not clear from the description on the I-983 form, but it is clearer in [the official I-983 instructions provided by ICE](#). The simplest way to complete this section is to say: "In the first 12 months, Student will start implementing/learn/develop/gain skills/etc. in x, y, z. In the second 12 months of the STEM OPT authorization, Student will build on the knowledge of x, y, z developed in their first year of employment by doing/fully implementing/etc. new thing a,b,c."

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Do not complete anything on this page . The Evaluation on Student Progress is to be completed at the 12-month point of your STEM OPT authorization, and the Final Evaluation on Student Progress is to be completed at the end of your STEM OPT (24 months), and also upon leaving a position if you leave prior to the end of your STEM OPT.