HELPFUL TIPS

COMPLETING FORM I-983

Form I-983 must be completed, if you are requesting STEM OPT extension. The completed form must be submitted electronically to the ISSO and will be kept with your immigration file. Please do not submit paper/hard copies of the I-983. The I-983 DOES NOT need to be submitted to USCIS; copies should be kept by you and your employer.

Section 1: Student Information

**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**
Vivian Yamoah vyamoah@towson.edu

**CIP Code**
It is located on the first page below your major.

**Date Awarded**
Check your diploma or transcript for the date of conferral.

**Based on prior Degree:**
Answer is no if you are using the current degree from Towson University to apply for STEM.
Answer is yes if you are using a prior STEM degree from Towson or another institution.

**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.
Start Date of Employment - this is your first day of STEM OPT.

Section 5:
Please read I-983 instructions carefully.
Student Role must address what your role/job is with the company and how that role improves upon the courses/work you did at Towson University.

Goals and Objectives: Please explicitly indicate the goals for the first 12 months and the second 12 months of OPT STEM employment. The goals you indicate will be used to complete the midterm and final evaluation reports.

Page 5
Do not fill out the evaluation on student progress. This section is to be completed at the midway and end of STEM OPT.

If needed resubmit Employer Information. Please note, the ISSO CANNOT process your STEM I-20 without all the information listed on the employer update form. ALL ITEMS are required.
https://docs.google.com/forms/d/1FR7IgcdO4UYfY7N7xtNvrrkHVRFyH5U8Vfd66jWPee6A0obE/viewform

Submit Completed form to ISSO