How to complete the I-983 form with NC State University

The student should fully complete the form (except for the evaluation section on page 5), and pay extra attention to the items mentioned below. After the IE manager has reviewed and signed your form, she will provide NC State's E-Verify name and number.

Section 1:
1. Student name box (very first box): your name should be listed in the LAST, FIRST format.

2. Dates of STEM OPT employment: these dates should be in the future, and not any dates covered by your current OPT employment card. However, if you already have a STEM OPT employment card and are changing employers, please use the dates of employment already listed on your STEM OPT employment card.

Section 2:
1. You must sign and date this section.

Section 3:
1. Employer information (first 10 boxes across the top): please complete using the NC State University template available at https://ie.hr.ncsu.edu/, under the green box with the heading of "Important STEM OPT Training Plan Information!" at the red link that says "click here to access the training plan".

2. OPT Hours Per Week and Start Date: please complete, and note that the **start date should reflect the first day of your new STEM OPT employment period**.

3. Compensation box, Salary Amount and Frequency on Line A: the salary amount should be your gross amount per year or per month – do NOT put the net amount you receive on your paycheck after taxes.

4. Compensation box, B.1.: Indicate whether you will be receiving 'standard employee benefits' or 'standard postdoc benefits,' depending upon your position - you can use these exact phrases. If you will be working more than 29 hours/week, line B.1. must be completed; if you will be working 29 hours/week or less, you can leave line B.1. blank.

Section 5:
1. Student name box (very first box): your name should be listed in the LAST, FIRST format.

2. Employer Site Information: in the box for "Site Name," please be sure to indicate the specific name of your department/unit and its physical address in the Site Address box.

3. The "Official" in this section is your PI/supervisor, so that person's information should be included in the four boxes here.

4. Please be sure that your PI/supervisor adds your exact position title in Section 5 (in the first box that says "Student Role"), although please note that your PI/supervisor should also fully describe your role in that box as requested in the written instructions there.

5. Page 4, "Additional Remarks" box: please see the template form for NC State on the IE website at https://ie.hr.ncsu.edu/. You will see on this template that we have added a sentence to this "Additional Remarks" box, since DHS requires us to confirm that you 'will not replace a full-time or part-time temporary or permanent U.S. worker in the same position and/or performing the same duties.' Please add this sentence to the box at the top of page 4, and your supervisor will need to resign the page after the information has been added.

Section 6:
1. Your PI/supervisor must sign and date this section.

Be sure to leave both evaluation sections blank, since they will be used for future reviews once your STEM OPT employment has been approved by USCIS.

Once you have fully completed the form with your PI <u>and you have both signed and dated it</u>, you will need to email it to the IE Manager (jill_blitstein@ncsu.edu) so that she can do a review of the employer obligations and ensure that the salary being offered is "commensurate" with similarly employed workers here at NC State in your unit. <u>This review can take up to 5 business days</u>. Assuming everything is good, the IE Manager will then sign Section 4 and return the form to you for submission to OIS (or your home institution, if you are not an NC State graduate) for the next steps. The IE Manager will also provide our E-Verify information at that time.

The IE Manager also needs to see a copy of your current F-1 OPT employment card. If you are an NC State graduate, please upload the card into GlobalHome and let the IE Manager know it is there (she has access to this system). If you are not an NC State graduate, please ask the IE Manager to send you a link to our secure ShareBase system, so that you can upload a copy of your F-1 OPT EAD card there.