Tips for filling out Form I-983

Refer to Form I-983 and the DHS instructions for Form I-983

**Employee completes sections 1 and 2; Hiring Department is responsible for sections 3-6.**

**Section 1**
Completed by employee

**Section 2**
Signed by employee

**Section 3**
Employer Name: List Oregon State University & “hiring department name”
Address: list hiring department address
EIN: 61-1730890
# of fulltime employees: 14,500
NAICS code: 611310
Hours: must enter a minimum of 20 hours/week
Start date: XXXX this date will likely be the day after the current end date on the employee’s EAD card (student should confirm date with international student advisor at their school)
Salary: enter salary rate or hourly rate & frequency of pay (per hour vs per month)*
*Proof of wages: Keep a copy of salaries paid to employees in comparable positions in department.

**Section 4**
To be signed by Department Head

**Section 5**
Student Name: enter the student’s name **exactly** as it appears on the student’s I-20 (immigration status document)

In this section, the name of the official should be the supervisor. Include supervisor’s title, address, etc. Student Role and the Training Program’s Direct Relationship to the Student’s Qualifying STEM Degree:
pull information from PD, include tasks and assignments the employee will carry out during the training and how they related to the degree the employee earned. (remember that this work authorization category is for “training”, such as duties in a Post Doc position)

Goals & Objectives; Employer Oversight and Measures and Assessments:
suggest using OSU Post Doc Scholar Individual Development Plan (IDP) and Annual Report as a template

**Section 6:** should be signed by the supervisor

**Documentation to keep in department:** statement of wages, copy of training plan, location of employee, contact info for DSO, contact info for supervisor. No need to keep copy of I-20.