

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

**TRAINING PLAN FOR STEM OPT STUDENTS**

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

| SECTION 1: STUDENT INFORMATION (Completed by Student)   |   |   |  |
|---|---|---|--|
| Student Name (Surname/Primary Name, Given Name):<br>Enter your name exactly as it appears on your Form I-20   |   | Student Email Address:<br>Enter an email address where you can be contacted, one you check frequently |  |
| Name of School Recommending STEM OPT:<br>Grand Valley State University  | Name of School Where STEM Degree Was Earned:<br>Grand Valley State University<br>(unless using a prior STEM degree) | SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):<br>DET214F00543000      |  |
| Designated School Official (DSO) Name and Contact Information:<br>Include your OISS Advisor's Name and Contact Information (including name, phone, and email)   |   | Student SEVIS ID No.:<br>Top left corner of your I-20, beginning with the letter N                    | STEM OPT Requested Period (mm-dd-yyyy):<br>From: Day after your OPT ends<br>To: Two years from the "from" date |
| Qualifying Major and Classification of Instructional Programs (CIP) Code: Major and CIP code located on I-20 under Program of Study - Major 1   |   |   |  |
| Level/Type of Qualifying Degree: Enter the level of the degree that qualifies you for STEM (Bachelor's, Master's, Ph.D.)  |   |   |  |
| Date Awarded (mm-dd-yyyy): The date that your qualifying degree was awarded; date on diploma  |   |   |  |
| Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No Check No if based on your most recent degree in which your current OPT is based. Check Yes if based on a previously earned STEM degree. Additional documentation required.  |   |   |  |
| Employment Authorization Number: 9 digit USCIS number on your EAD   |   |   |  |
| SECTION 2: STUDENT CERTIFICATION  |   |   |  |
| I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.   |   |   |  |
| I certify that:   |   |   |  |
| <ol style="list-style-type: none"><li>1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");</li><li>2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;</li><li>3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;</li><li>4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and</li><li>5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.</li></ol> |   |   |  |
| Signature of Student: USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures and not permitted   |   |   |  |
| Printed Name of Student: _____ Date (mm-dd-yyyy): _____   |   |   |  |

**SECTION 3: EMPLOYER INFORMATION (Completed by Employer)**

|  |   |   |                  |
|--|---|---|------------------|
| Employer Name:<br>Enter employer, company, university, etc. name as listed in e-verify   |   | Street Address:<br>Enter employer mailing address   | Suite:           |
| Employer Website URL:<br>Enter employer website, if none enter N/A   |   | City:<br>Enter employer mailing address   | State: ZIP Code: |
| Employer ID Number (EIN):<br>Enter Employer Identification Number (EIN)  | Number of Full-Time Employees in U.S.:<br>Full-time employees in U.S.   | North American Industry Classification System (NAICS) Code:<br>NAICS codes are accessible at: <a href="https://www.census.gov/naics/">https://www.census.gov/naics/</a> |                  |
| OPT Hours Per Week (must be at least 20 hours/week):<br>Must be a minimum of 20 hours per week   | Compensation:<br>A. Salary Amount and Frequency: Enter dollar amount and frequency of pay (per hour, per week, bi-weekly, etc.) |   |                  |
| Start Date of Employment (mm-dd-yyyy):<br>This date must be the same as or later than the "from" date you entered on page 1. If you started working for this employer during post-completion OPT, then your start date will be the same as your STEM OPT start date. If you started or will start working for this employer after the start of your STEM OPT, then use your actual employment start date | B. Other Compensation (Type and Estimated Amount or Value):   |   |                  |
|  | 1. May include insurance benefits, retirement benefits, housing, tuition waivers, transportation costs, etc.                    |   |                  |
|  | 2. _____  |   |                  |
|  | 3. _____  |   |                  |
|  | 4. _____  |   |                  |

**SECTION 4: EMPLOYER CERTIFICATION**

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;
2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;
3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (*Note: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer*); and
4. I will adhere to all applicable regulatory provisions that govern this program (*see 8 CFR Part 214*), which include, but are not limited to, the following:
  - a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;
  - b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
  - c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
  - d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
  - e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

**Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.**

The Employer Official with Signatory Authority is someone who has the authority to confirm relevant details about your employer, your position, and the compensation/benefits you receive  
 Signature of Employer Official with Signatory Authority: USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures are not permitted.

Printed Name and Title of Employer Official with Signatory Authority: \_\_\_\_\_

Date (mm-dd-yyyy): \_\_\_\_\_ Printed Name of Employing Organization: \_\_\_\_\_

**SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)**

Student Name (*Surname/Primary Name, Given Name*):

Enter your name exactly as it appears on your Form I-20

Employer Name:

Enter the employer's name as it appears in Section 3: Employer Information

**EMPLOYER SITE INFORMATION**

Site Name:

May be the same as employer name in Section 3. If the student is working for a branch or subsidiary of a large entity or anywhere other than the headquarters, provide the name of the work site

Site Address (Street, City, State, ZIP):

Enter the address where majority of the physical work will take place. If you will work primarily from home, include your home address here and then Page 4, under 'Additional Remarks' include typed clarification about hybrid/remote work

Name of Official:

Enter the name of the individual who is familiar with, and will monitor, the student's goals and performance. May or may not be the same Employer Official in Section 4

Official's Title:

Enter the title of the individual who is familiar with, and will monitor, the student's goals and performance

Official's Email:

Enter the email of the individual who is familiar with, and will monitor, the student's goals and performance

Official's Phone Number:

Enter the phone number of the individual who is familiar with, and will monitor, the student's goals and performance

**Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.**

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

Describe what tasks and assignments the student will carry out during the training and how these relate to the student's STEM degree. The plan must cover a specific span of time, and detail specific goals and objectives.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Describe the specific skills, knowledge, and techniques the student will learn or apply; how the student will achieve the goals set out for his or her training; and the training curriculum including the timeline.

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, a description of this program or policy may suffice to answer the question.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, a description of this program or policy may suffice to answer the question.

Additional Remarks (optional): Provide additional information pertinent to the Plan.

### SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

**Employer Official with Signatory Authority** - I certify that:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;\*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and
4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

The Employer Official with Signatory Authority, who is an appropriate individual in the employer's organization, who is familiar with the student's goals and performance, and is an employee who has signatory authority for the employer should review the certification and affirm the statement by signature.

Signature of Employer Official with Signatory Authority: \_\_\_\_\_

USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures are not permitted

Printed Name and Title of Employer Official with Signatory Authority: \_\_\_\_\_

Date (mm-dd-yyyy): \_\_\_\_\_

### PRIVACY ACT STATEMENT

**AUTHORITIES:** Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA), 8 U.S.C. 1101(a)(15)(F), Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-546 (codified at 8 U.S.C. 1372), Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 543 (codified at 8 U.S.C. 1762) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

**PURPOSE:** The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.

**ROUTINE USES:** The information collected on this form may be shared with: the individuals who signed the Plan, relevant DSOs acting as liaisons with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or as otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974: U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (<https://www.dhs.gov/system-records-notices-sorns>).

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

### PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20536

\*See evaluation forms that follow for student's first evaluation, to occur before the one year anniversary of the start date of the student's STEM OPT employment authorization, and final program evaluation.

### EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): \_\_\_\_\_ To (mm-dd-yyyy): \_\_\_\_\_

This is for your 12-Month Self-Evaluation due 12 months AFTER the approved STEM OPT Extension EAD start date.

Leave this section blank when requesting your initial STEM OPT Extension I-20.

Student evaluations are a shared responsibility of both the student and the employer to ensure that the student's practical training goals are being satisfactorily met. The student is responsible for conducting a self-evaluation based on his or own training progress. The employer must review and sign the self-evaluation to attest to its accuracy.

Signature of Student: \_\_\_\_\_  
USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures are not permitted.

Printed Name of Student: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

Signature of Employer Official with Signatory Authority: \_\_\_\_\_  
USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures are not permitted.

Printed Name of Employer Official with Signatory Authority: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

### FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): \_\_\_\_\_ To (mm-dd-yyyy): \_\_\_\_\_

This is for your 24-Month and/or Final Self-Evaluation due by your STEM Extension end date or when ending employment.

Leave this section blank when requesting your initial STEM OPT Extension I-20.

Student evaluations are a shared responsibility of both the student and the employer to ensure that the student's practical training goals are being satisfactorily met. The student is responsible for conducting a self-evaluation based on his or her own training progress. The employer must review and sign the self-evaluation to attest to its accuracy.

Signature of Student: \_\_\_\_\_  
USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures are not permitted.

Printed Name of Student: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

Signature of Employer Official with Signatory Authority: \_\_\_\_\_  
USCIS only accepts scanned or copied wet signatures. Typed or electronically generated signatures are not permitted.

Printed Name of Employer Official with Signatory Authority: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_