

Career Management Center

Spring 2023 Internship Timeline

Continuing Internships

All Students applying for Internships must complete an online Curricular Practical Training (CPT) orientation. Additionally, students must complete two full-time semesters (fall and spring) at Illinois Tech in their degree level and major to be eligible for Internships and CPT.

November 14, 2022	First day to submit forms to academic and Career Management Center (CMC) advisors for Spring 2023 continuing internships.
November 30	Last date to submit your CPT application to academic advisor for Spring 2023 internships for a guaranteed start date of December 19.
December 5	Last date to submit your CPT application to the CMC for Spring 2023 internships for a guaranteed start date of December 19.
December 7	Last day to turn in completed forms (approved by academic and CMC advisors) to the International Center to guarantee December 19 start date.
December 19	Earliest date to start working for Spring 2023 continuing internships .
April 28 - May 13	Students must end Spring internships during this time.

New Internships

For a guaranteed start date of January 9, 2023

December 12, 2022	Last date to submit your CPT application to academic advisor for Spring 2023 internships for a guaranteed start date of January 9
December 15	Last date to submit your CPT application to the CMC for Spring 2023 Internships for a guaranteed start date of January 9
December 19	Last day to submit your approved CPT application to the International Center for a guaranteed start date of January 9
January 9	Earliest date to start working on CPT in Spring 2023
April 28 – May 13	Spring 2023 internships must end during this timeframe

Full/Part-time For-Credit Internships

January 5, 2023	Last date to submit your CPT application to academic advisor for Spring 2023 full/part-time for-credit internships
January 9	Last date to submit your CPT application to the CMC for Spring 2023 full/part-time for-credit internships
January 9 (Spring classes begin)	Earliest date to start Spring 2023 new internships
January 11	Last day to submit your approved CPT application to the International Center for Spring 2023 full/part-time for-credit internships
January 21	Last day to add/drop an internship course with a refund. (Please note that there is a <u>\$200 late fee</u> if you register for internships after this date.)
January 23	Last date to begin working for full/part-time for-credit internships.
April 28 – May 13	Spring 2023 internships must end during this timeframe

ONLY non-credit internships will be approved after the January 11 deadline. Dropping courses after the deadline to accommodate internships is prohibited. *Students registering for a non-credit internship after January 21, 2023 will be assessed a \$200.00 late fee.*

Full/Part-time Non-Credit Internships

March 15, 2023	Last date to submit your application to academic advisors for non-credit internship approval
March 20	Last date to submit your application to the Career Management Center for non-credit Internship approval
March 22	Last date to submit your application to the International Center for CPT approval for non-credit internship
April 3	Last date to begin working for Spring 2023 non-credit internship
April 28 – May 13	Spring 2023 internships must end during this timeframe