

Career Management Center

Fall 2023 Internship Timeline

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.

Continuing Internships

Monday
Jul 17, 2023

First date to submit forms to the Office of Global Services (Formerly the International Center) for Fall 2023 internships.

Tuesday
Jul 25, 2023

Final date to submit your CPT application (including [Employer Evaluation Form](#) & [Student Evaluation Form](#)) to academic advisor for Fall 2023 internships for a guaranteed start date of Monday, August 14th.

Friday
Jul 28, 2023

Final date to submit your CPT application to the CMC for Fall 2023 internships for a guaranteed start date of Monday, August 14th.

Wednesday
Aug 2, 2023

Final day to turn in completed forms (approved by academic and CMC advisors) to the Office of Global Services (Formerly the International Center) by 5 pm for a guaranteed start date of Monday, August 14th.

Monday
Aug 14, 2023

Earliest date to start working for Fall 2023 continuing internships.

Sunday
Dec 3, 2023

Fall 2023 internships must end during this timeframe.

to
Saturday
Dec 16, 2023

New Internships

For a guaranteed start date of August 21, 2023

Tuesday Aug 1, 2023	Final date to submit your CPT application to academic advisor for Fall 2023 internships for a guaranteed start date of August 21, 2023.
Friday Aug 4, 2023	Final date to submit your CPT application to the CMC for Fall 2023 internships for a guaranteed start date of August 21, 2023.
Wednesday Aug 9, 2023	Final day to turn in completed forms (approved by academic and CMC advisors) to the Office of Global Services (Formerly the International Center) by 5 pm for a guaranteed start date of August 21, 2023.
Monday Aug 21, 2023	Earliest date to start working for Fall 2023 internships.
Sunday Dec 3, 2023 to Saturday Dec 16, 2023	Fall 2023 internships must end during this timeframe.

Full/Part-time For Credit Internships

Tuesday Aug 15, 2023	Final day to submit your CPT application to your academic advisor for Fall 2023 internships to receive administrative credits.
Friday Aug 18, 2023	Final day to submit your CPT application to CMC for Fall 2023 internships to receive administrative credits.
Wednesday Aug 23, 2023	Final day to turn in completed forms (approved by academic and career management center advisors) to the Office of Global Services (Formerly the International Center) for Fall 2023 internships to receive administrative credits.
Monday Aug 21, 2023	Earliest date to start working for Fall 2023 internships. International students must have their I-20 and SSN application receipt in their possession before they begin working (New/Continuing students).

Saturday

Sep 2, 2023

ADD/DROP DEADLINE

Final day to add/drop an internship course with a refund. After this date students will not receive administrative credits for their internships.

(Please note that there is a \$200 late fee if you register for internships after this date)

Tuesday

Sep 5, 2023

Final date to begin work.

Students registered for full/part-time for-credit internships must begin work by this date.

ONLY non-credit internships will be approved after the August 23 deadline. Dropping courses after the deadline to accommodate internships is prohibited. Students registering for a non-credit internship after September 2, 2023 will be assessed a \$200.00 late fee.

Full/Part-time Non-Credit Internships

Tuesday

Oct 31, 2023

Final date to submit your CPT application to academic advisors for non-credit Fall 2023 internship approval.

Friday

Nov 3, 2023

Final date to submit your CPT application to the Career Management Center for non-credit Fall 2023 internship approval.

Wednesday

Nov 8, 2023

Final date to submit your CPT application to the Office of Global Services (Formerly the International Center) by 5 pm for approval for Fall 2023 non-credit internship.

Monday

Nov 20, 2023

Final date to begin working for Fall 2023 non-credit internship.

Sunday

Dec 3, 2023

to

Saturday

Dec 16, 2023

Fall 2023 internships must end during this period.