

Career Management Center

Spring 2024 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

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| Tuesday
Nov 7, 2023 | First date to submit forms to the Office of Global Services (Formerly the International Center) for Spring 2024 internships. |
| Tuesday
Nov 28, 2023 | Final date to submit your CPT application (including Employer Evaluation Form & Student Evaluation Form) to academic advisor for Spring 2024 internships for a guaranteed start date of Monday, December 18th. |
| Friday
Dec 1, 2023 | Final date to submit your CPT application to the CMC for Spring 2024 internships for a guaranteed start date of Monday, December 18th. |
| Wednesday
Dec 6, 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, December 18th. |
| Monday
Dec 18, 2023 | Earliest date to start working for Spring 2024 continuing internships. |
| Saturday
Apr 27, 2024
to
Saturday
May 11, 2024 | Spring 2024 internships must end during this timeframe. |

New Internships

For a guaranteed start date of January 8, 2023

- Tuesday**
Dec 12, 2023 Final date to submit your CPT application to academic advisor for Spring 2024 internships for a guaranteed start date of January 8, 2024.
- Friday**
Dec 15, 2023 Final date to submit your CPT application to the CMC for Spring 2024 internships for a guaranteed start date of January 8, 2024.
- Wednesday**
Dec 20, 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 January 8, 2024.
- Monday**
Jan 8, 2024 Earliest date to start working for Spring 2024 internships.
- Saturday**
Apr 27, 2024
to
Saturday
May 11, 2024 Spring 2024 internships must end during this timeframe.

Full/Part-time For Credit Internships

- Tuesday**
Jan 2, 2024 Final day to submit your CPT application to your academic advisor for Spring 2024 internships to receive administrative credits.
- Friday**
Jan 5, 2024 Final day to submit your CPT application to CMC for Spring 2024 internships to receive administrative credits.
- Wednesday**
Jan 10, 2024 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) by 5 pm for Spring 2024 internships to receive administrative credits.
- Monday**
Jan 8, 2024 Earliest date to start working for Spring 2024 internships. International students must have their I-20 and SSN application

receipt in their possession before they begin working (New/Continuing students).

Saturday

Jan 20, 2024

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 your register for internships after this date)

Tuesday

Jan 22, 2024

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 January 10 deadline. Dropping courses after the deadline to accommodate internships is prohibited. Students registering for a non-credit internship after January 20, 2024 will be assessed a \$200.00 late fee.

Full/Part-time Non-Credit Internships

Tuesday

Mar 26, 2024

Final date to submit your CPT application to academic advisors for non-credit Spring 2024 internship approval.

Friday

Mar 29, 2024

Final date to submit your CPT application to the Career Management Center for non-credit Spring 2024 internship approval.

Wednesday

Apr 3, 2024

Final date to submit your CPT application to the Office of Global Services (Formerly the International Center) by 5 pm for approval for Spring 2024 non-credit internship.

Monday

Apr 15, 2024

Final date to begin working for Spring 2024 non-credit internship.

Saturday

Apr 27, 2024

Spring 2024 internships must end during this period.

to

Saturday

May 11, 2024