

## Career Management Center

# Summer 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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| <b>Monday</b><br><b>Mar 25, 2024</b>  | First date to submit forms to the Office of Global Services (Formerly the International Center) for Summer 2024 internships.   |
| <b>Wednesday</b><br><b>Apr 17, 2024</b>   | Final date to submit your CPT application (including <a href="#">Employer Evaluation Form</a> & <a href="#">Student Evaluation Form</a> ) to academic advisor for Summer 2024 internships for a guaranteed start date of Monday, May 13th. |
| <b>Monday</b><br><b>Apr 22, 2024</b>  | Final date to submit your CPT application to the CMC for Summer 2024 internships for a guaranteed start date of Monday, May 13th.  |
| <b>Monday</b><br><b>Apr 29, 2024</b>  | <b>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, May 13th.</b>                          |
| <b>Friday</b><br><b>May 3, 2024</b>   | Earliest date to start working for Summer 2024 continuing internships.   |
| <b>Friday</b><br><b>Aug 2, 2024</b><br>to<br><b>Saturday</b><br><b>Aug 10, 2024</b> | Summer 2024 internships must end during this timeframe.  |

## New Internships

For a guaranteed start date of May 13, 2024

- Wednesday**  
**Apr 17, 2024** Final date to submit your CPT application (including [Employer Evaluation Form](#) & [Student Evaluation Form](#)) to academic advisor for Summer 2024 internships for a guaranteed start date of Monday, May 13th
- Monday**  
**Apr 22, 2024** Final date to submit your CPT application to the CMC for Summer 2024 internships for a guaranteed start date of Monday, May 13th.
- Monday**  
**Apr 29, 2024** 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, May 13th.
- Monday**  
**May 13, 2024** Earliest date to start working for Summer 2024 internships.
- Friday**  
**Aug 2, 2024**  
to  
**Saturday**  
**Aug 10, 2024** Summer 2024 internships must end during this timeframe.

## Full/Part-time For Credit Internships

- Wednesday**  
**May 1, 2024** Final day to submit your CPT application (including [Employer Evaluation Form](#) & [Student Evaluation Form](#)) to your academic advisor for **Summer 2024** internships to receive administrative credits.
- Monday**  
**May 6, 2024** Final day to submit your CPT application to CMC for **Summer 2024** internships to receive administrative credits.
- Friday**  
**May 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) for Summer 2024 internships to receive administrative credits.

**Monday**  
**May 13, 2024** Earliest date to start working for Summer 2024 internships. International students must have their I-20 and SSN application receipt in their possession before they begin working (New/Continuing students).

**Wednesday**  
**May 22, 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**  
**May 28, 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 May 10 deadline. Dropping courses after the deadline to accommodate internships is prohibited. Students registering for a non-credit internship after May 22, 2024 will be assessed a \$200.00 late fee.

## Full/Part-time Non-Credit Internships

**Monday**  
**Jun 24, 2024** Final date to submit your CPT application to academic advisors for non-credit Summer 2024 internship approval.

**Wednesday**  
**Jun 26, 2024** Final date to submit your CPT application to the Career Management Center for non-credit Summer 2024 internship approval.

**Monday**  
**Jul 1, 2024** **Final date to submit your CPT application to the Office of Global Services (Formerly the International Center) by 5 pm for approval for Summer 2024 non-credit internship.**

**Monday**  
**Jul 15, 2024** Final date to begin working for Summer 2024 non-credit internship.

**Friday**  
**Aug 2, 2024**  
to  
**Saturday**  
**Aug 10, 2024** Summer 2024 internships must end during this period.