

Career Management Center

Fall 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

Monday Jul 15, 2024	First date to submit forms to the Office of Global Services (Formerly the International Center) for Fall 2024 internships.
Monday Jul 22, 2024	Final date to submit your CPT application (including Employer Evaluation Form & Student Evaluation Form) to academic advisor for Fall 2024 internships for a guaranteed start date of Monday, August 12th.
Friday Jul 26, 2024	Final date to submit your CPT application to the CMC for Fall 2024 internships for a guaranteed start date of Monday, August 12th.
Thursday Aug 1, 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, August 12th.
Monday Aug 12, 2024	Earliest date to start working for Fall 2024 continuing internships.
Friday Nov 29, 2024 to Saturday Dec 14, 2024	Fall 2024 internships must end during this timeframe.

New Internships

For a guaranteed start date of August 19, 2024

- Monday**
Jul 29, 2024 Final date to submit your CPT application to academic advisor for Fall 2024 internships for a guaranteed start date of August 19, 2024.
- Friday**
Aug 2, 2024 Final date to submit your CPT application to the CMC for Fall 2024 internships for a guaranteed start date of August 19, 2024.
- Thursday**
Aug 8, 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 August 19, 2024.**
- Monday**
Aug 19, 2024 Earliest date to start working for Fall 2024 internships.
- Friday**
Nov 29, 2024
to
Saturday
Dec 14, 2024 Fall 2024 internships must end during this timeframe.

Full/Part-time For Credit Internships

- Monday**
Aug 12, 2024 Final day to submit your CPT application to your academic advisor for **Fall 2024** internships to receive administrative credits.
- Friday**
Aug 16, 2024 Final day to submit your CPT application to CMC for Fall 2024 internships to receive administrative credits.
- Thursday**
Aug 22, 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 Fall 2024 internships to receive administrative credits.**
- Monday**
Aug 19, 2024 Earliest date to start working for Fall 2024 internships. International students must have their I-20 and SSN application receipt in their possession before they begin working (New/Continuing students).

Saturday

Aug 31, 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 you register for internships after this date)

Tuesday

Sep 3, 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 August 28 deadline. Dropping courses after the deadline to accommodate internships is prohibited. Students registering for a non-credit internship after August 31, 2024, will be assessed a \$200.00 late fee.

Full/Part-time Non-Credit Internships

Friday

Oct 25, 2024

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

Friday

Nov 1, 2024

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

Wednesday

Nov 6, 2024

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

Monday

Nov 18, 2024

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

Friday

Nov 29, 2024

Fall 2024 internships must end during this period.

to

Saturday

Dec 14, 2024