Internships
Spring 2020 CPT Timeline

* All students applying for internships must complete an online 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 curricular practical training.

* Students continuing experiences with the same employer from Fall 2019 through Spring 2020 are able to continue their experiences, without a break, starting December 23, 2019. Students starting an experience with a new employer must wait until January 13, 2020 to begin the experience.

SPRING 2020 INTERNSHIP APPLICATION TIMELINE

**Monday, November 18, 2019**
Students can start submitting their internship applications for **Spring 2020**.

**SUBMISSION DEADLINE FOR STUDENTS CONTINUING EXPERIENCES THROUGH WINTER BREAK**

**Monday, December 2, 2019**
Last day to submit your CPT application to your academic advisor for continuing internships.

**Wednesday, December 4, 2019**
Last day to submit your CPT application to CMC for continuing internships.

**Friday, December 6, 2019**
International students can submit their approved CPT forms and offer letters, with position descriptions, to the International Center to obtain a new I-20. New I-20’s take 10 business days to be generated by the International Center.

This deadline applies to any start date that is during the winter break from December 23 through January 13. In order to work during winter break students must continue their experience through the end of the Spring 2020 term.
SUBMISSION DEADLINE (NEW EXPERIENCES) TO GUARANTEE JANUARY 13 START DATE

Monday, December 16, 2019
Last day to submit your CPT application to your academic advisor for Spring 2020 FOR CREDIT internships.

Wednesday, December 18, 2019
Last day to submit your CPT application to CMC for Spring 2020 FOR CREDIT internships.

Friday, December 20, 2019
International students must submit approved CPT forms and offer letters, with position descriptions, to the International Center by 5pm on this date to guarantee a start date of Monday, January 13.

EARLIEST DATE TO START WORKING

Monday, January 13, 2020
International students must have their CPT I-20 and social security number application receipt in their possession before they begin working.

FULL/PART-TIME FOR-CREDIT INTERNSHIPS

FINAL DATE TO COMPLETE APPLICATION AND SUBMIT FORMS TO THE INTERNATIONAL CENTER

Monday, January 6, 2020
Last day to submit your CPT application to your academic advisor for Spring 2020 FOR CREDIT internships.

Wednesday, January 8, 2020
Last day to submit your CPT application to CMC for Spring 2020 FOR-CREDIT internships.

Monday, January 13, 2020
This is a hard deadline. International students must submit approved CPT forms and offer letters, with position descriptions, to the International Center by 5pm on this date.
ADD/DROP DEADLINE

Saturday, January 25, 2020
Students must be registered for a for-credit internship by this date. After this date students will not receive administrative credit for their internships.

FULL/PART-TIME FOR-CREDIT INTERNSHIPS - FINAL DATE TO BEGIN WORK

Monday, January 27, 2020
Students registered for full/part-time for-credit internships must begin work by this date.

PART-TIME NON-CREDIT INTERNSHIPS

FINAL DATE TO COMPLETE APPLICATION AND SUBMIT FORMS TO THE INTERNATIONAL CENTER (PLEASE NOTE THAT THESE DATES ARE DURING THE SPRING BREAK WEEK)

Monday, March 16, 2020
Last day to submit your CPT application to your academic advisor for Spring 2020 part-time NON-CREDIT internships.

Wednesday, March 18, 2020
Last day to submit your CPT application to CMC for Spring 2020 part-time NON-CREDIT internships.

Friday, March 20, 2020
This is a hard deadline. International students must submit approved CPT forms and offer letters, with position descriptions, to the International Center by 5pm on this date.

PART-TIME NON-CREDIT INTERNSHIPS - FINAL DATE TO BEGIN WORK

Monday, April 6, 2020
The minimum length for a part-time internship is 6 weeks.

ALL INTERNSHIPS MUST END DURING THIS PERIOD

Friday, May 1 - Saturday, May 16, 2020
Students must end their internship during this window of time. Those who will continue working into the summer semester should look out for the Summer 2020 deadlines in early April.