

Stuart Career Management Center

Spring 2025 Internship Timeline

All Internships

Monday, October 21: The first date to submit the CPT application to Academic Advising/Career Management Center.

Continuing Internships

Monday, November 25: Final date to submit CPT application (including Employer Evaluation Form & Student Evaluation Form) to Academic Advising/Career Management Center for Spring 2025 internships for a guaranteed start date of Monday, December 16, 2024.

Friday, December 6: Final day to submit the completed CPT application (approved by Academic Advising and Career Management Center) to the Office of Global Services for a guaranteed start date of Monday, December 16, 2024. Please include your Employer Evaluation Form, Student Evaluation Form, and your new offer letter for the spring semester.

Monday, December 16: Earliest date to start working for Spring 2025 continuing internships.

New Internships

Final dates for a guaranteed start date of Monday, January 13, 2025.

CPT applications submitted after these dates will have a delayed start date. No Exceptions.

Friday, December 13: Final date to submit CPT application to Academic Advising/Career Management Center.

Friday, December 20: Final day to submit the completed CPT application (approved by Academic Advising and Career Management Center) to the Office of Global Services.

Monday, January 13: Earliest date to start working for New Spring 2025 internships.

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Full-Time/Part-time for Credit Internships

January 3: Final day to submit CPT application to Academic Advising/Career Management Center for Spring 2025 internships to receive administrative credits.

January 15: Final day to submit completed CPT application (approved by Academic Advising and Career Management Center) to the Office of Global Services for Spring 2025 internships to receive administrative credits.

Saturday, January 25: ADD/DROP Deadline Final day to add/drop an internship course with a refund. After this date, students will receive zero administrative credit for their internship.

LATE FEE: please note that there is a \$200 late fee if you register for the internship course after Saturday, January 25th. **The late fee can't be waived.**

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

Only non-credit internship courses are approved after the January 25th add-drop date.

Full-time/Part-time Non-Credit Internships

Thursday, March 13: Final date to submit CPT application to Academic Advising/Career Management Center for non-credit Spring 2025 internship approval.

Thursday, April 3: Final date to submit CPT application to the Office of Global Services for the Spring 2025 non-credit internship course.

Monday, April 14: Final date to begin working for Spring 2025 non-credit internship.

All Internships

Friday, May 2 - Saturday, May 17: Spring 2025 internships must end during this timeframe.