

## Undergraduate Internships Program Guidelines

At Carnegie Mellon University

### PRIOR TO APPLICATION

- A. With the support of a sponsor in Portugal, i.e., a faculty member, a researcher, or a company member from a Portuguese organization, develop a relationship with the Carnegie Mellon University (CMU) faculty member that will be your host.
- B. Determine a period of visit according to the dates announced for each call, and define a work plan with both your host at CMU and your sponsor in Portugal.

### ONCE THE CALL IS OPEN

- A. Apply for the Undergraduate Internships Program, by submitting the following:
  1. Curriculum Vitae
  2. Motivation letter
  3. Two recommendation letters
  4. Support statement from your host at CMU
  5. Support statement from your sponsor in Portugal
  6. Completed application form, containing (a) personal information, (b) period of visit, (c) department and name of your host at CMU, (d) your sponsor in Portugal, and (e) a detailed work plan (<http://www.cmuportugal.org/tiercontent.aspx?id=5621>)

All documents should be sent by email, addressed to the National Director of the CMU Portugal Program, Prof. João Claro ([leadership@cmuportugal.org](mailto:leadership@cmuportugal.org)).<sup>1</sup>

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<sup>1</sup> Any decisions regarding Undergraduate Internships applications will be conditioned on the availability of funding.

#### AFTER APPLICATION APPROVAL

- A. Our Portugal office will contact you to confirm if you are planning to graduate by the time of your internship. This has important implications for your status both in Portugal and at CMU.
- B. Our Portugal office will send a Letter of Admission to you and to the CMU office.
- C. Our CMU office will contact your host and respective administrative support staff, to inform of your acceptance to the Undergraduate Internships Program (UIP). Instructions will be provided to them regarding the Office of International Education (OIE, <http://www.studentaffairs.cmu.edu/oie/>) and other administrative responsibilities.
- D. The host department at CMU will inform the OIE of your acceptance to the UIP and the need for a visa.

#### FOUR TO THREE MONTHS PRIOR TO YOUR ANTICIPATED ARRIVAL

- A. The administrative support staff from your host department will prepare your support plan (including office space, computer and network access, CMU ID, etc.) and will contact you to provide guidance on visa-related procedures.
- B. Your host department's Foreign Scholar Coordinator will contact you to collect all information required (evidence of financial support, personal information, prior immigration visa status, etc.).
- C. You will be contacted by our Portugal office to provide the information required for the mobility scholarship contract to be celebrated between you and INESC TEC.

#### THREE MONTHS PRIOR TO YOUR ANTICIPATED ARRIVAL

- A. Your host department at CMU must provide your complete information to the OIE no later than **60 days in advance** of your anticipated arrival date, to allow sufficient time for all document processing requirements.
- B. The OIE will enter your information into SEVIS<sup>2</sup> and issue the DS-2019<sup>3</sup> document that will allow you to apply for a J-1 non-immigrant visa at a U.S. Embassy or Consulate.
- C. The OIE will process your information to issue the appropriate visa documents.

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<sup>2</sup> SEVIS is the Student and Exchange Visitor Information System used by U.S. Immigration and Customs enforcement to track and monitor schools, students, exchange visitors and their dependents throughout the duration of approved participation within the U.S. education system.

<sup>3</sup> The DS-2019 acknowledges that the University has invited you to visit the institution, has authorized the visit, and supports the application for J-1 status. The DS-2019 is not a visa and you cannot enter the U.S. with the DS-2019 alone; the DS 2019 works in partnership with the J-1 visa stamp in the passport.

- D. You should start to make housing arrangements for your stay in Pittsburgh. Your host at CMU may be able to provide guidance on this matter. Although you may choose where to live, there are several housing options that are offered at a reduced CMU rate. There are also several boarding houses available. In order to access the CMU rate, you must state that you are visiting on behalf of CMU. Housing and other relevant information about life in Pittsburgh and at CMU is available in the online resources for [CMU Portugal students](#).

#### **EIGHT TO SIX WEEKS PRIOR TO YOUR ANTICIPATED ARRIVAL**

- A. The OIE will mail the DS-2019 to you.
- B. Upon receipt of the DS-2019, you must:
1. Visit SEVIS's website to register and pay the fee, which varies according to your type of visa using a credit card. Print out and keep the receipt.
  2. Go to the following web page in the website of the U.S. Embassy in Portugal – [http://portugal.usembassy.gov/non-immigrant\\_visas.html](http://portugal.usembassy.gov/non-immigrant_visas.html) – and follow the on-line instructions to complete your visa application.
- C. Make an appointment at the U.S. Embassy in Portugal to obtain your visa. In preparation for the appointment, you must collect all the documentation that is required for your visa category. You can find the most accurate and updated information about the required documentation in [https://ais.usvisa-info.com/pt-pt/niv/information/required\\_docs](https://ais.usvisa-info.com/pt-pt/niv/information/required_docs).
- D. Inform our Portugal office of your appointment schedule. With this information, an approximate date for your trip may be estimated. In case your appointment at the Embassy is scheduled for less than six weeks before your anticipated arrival, your visit period may need to be postponed, to allow enough time for the visa to be issued.

#### **AFTER YOUR VISA APPLICATION APPOINTMENT AT THE EMBASSY**

- A. After your visa is granted, the documentation will be sent to your address (visa processing times have large variations, typically between 3 and 10 business days).
- B. You must then confirm the reception of your visa to our Portugal office. After this, the office will book your plane trip. The plane tickets will not be issued without confirmation of visa reception, and the internship period may have to be postponed if the visa is not obtained at least one month prior to your anticipated arrival.
- C. The CMU Portugal Program will provide support for the plane trips between Portugal and Pittsburgh. All other expenses, including fees and travel costs concerning your visa appointment, will have to be incurred directly by you. To cover these costs and other living expenses during your stay you will receive an international bachelor-level mobility scholarship. (See more information under the section "During your stay at CMU".)

### UPON ARRIVAL AT CMU

- A. Meet your host department head, faculty and key staff.
- B. Check in with the OIE so that the office may notify SEVIS that you have arrived at your intended destination (this is mandatory).
- C. Attend an OIE International Visitor Orientation Session.
- D. Through your host department, obtain a CMU ID via the Card Office at <http://www.cmu.edu/idplus/>, and CMU IT Guest Privileges via Computing Services at <http://www.cmu.edu/computing/network/guests/>.
- E. Obtain office space with your host department.
- F. Inform our CMU office of your arrival, contacting Lori Spears by email [spears@andrew.cmu.edu](mailto:spears@andrew.cmu.edu) or phone 412-268-1494.

### DURING YOUR STAY AT CMU

- A. You will receive a mobility scholarship of 1,350 €/month. This value will be paid at the end of each month, with the exception of the first month, in which 50% will be paid in advance and 50% at the end of the month. The final payment, equal to a half monthly stipend, will only be made after your final report has been received and approved.
- B. All reservations and payments for accommodation, meals and transportation while in Pittsburgh will have to be made directly by you. There is no need for the presentation of receipts to the office, and any expenses above the amount of the mobility scholarship will have to be supported by you.

### AFTER YOUR STAY AT CMU

- A. At the end of the internship, you will be required to submit a one-page report describing your activities. As a reference, you can find the reports of past Undergraduate Internships in <http://www.cmuportugal.org/tiercontent.aspx?id=5328>. The final half monthly stipend will only be paid once the report is sent and approved.

KEY CONTACTS AT ICTI@PORTUGAL AND ICTI@CMU

**CMU Portugal office in Portugal**

*Sara Brandão* :: Executive Director  
[sbrandao@cmuportugal.org](mailto:sbrandao@cmuportugal.org)

*Ana Lopes* :: Events and Student Support  
[alopes@cmuportugal.org](mailto:alopes@cmuportugal.org)

Ana will be your main administrative contact point in Portugal and will provide assistance throughout the admission process from the Portuguese side.

*Marta Oliveira* :: Administrative Support  
[moliveira@cmuportugal.org](mailto:moliveira@cmuportugal.org)

Marta will provide assistance with the mobility scholarship contract.

**CMU Portugal office at CMU**

*Lori Spears* :: Associate Director  
[spears@andrew.cmu.edu](mailto:spears@andrew.cmu.edu)

*Administrative contact* :: Host Department  
Identify this contact as soon as possible. It will vary according to your host department.

This will be your main administrative contact point at CMU and will provide guidance for visa purposes and for your stay at CMU.