

## Faculty Exchange Program Guidelines

At Carnegie Mellon University

### PRIOR TO APPLICATION

- a. Develop a relationship with key Carnegie Mellon University faculty, program coordinator and/or principle investigator and determine the department that will serve as host.
- A. Determine a period of visit according to the dates announced for each call, and define a work plan with your host at CMU.

### ONCE THE CALL IS OPEN

- A. Apply for the Faculty Exchange Program, by submitting the following:
  1. Curriculum Vitae (Short C.V.);
  2. Leave of Absence (written authorization from home department/institution);
  3. Support statement from the host at Carnegie Mellon University;
  4. Completed Faculty Exchange application form, containing (a) personal information, (b) period of visit, (c) hosting department (including the name of the colleagues that the candidate will work with) and (d) detailed work plan (activities and objectives)  
<http://www.cmuportugal.org/tiercontent.aspx?id=1970>

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>

### AFTER APPLICATION APPROVAL

- A. Our Portugal office will send a Letter of Admission to you and to the CMU office.
- B. Our CMU office will contact your host and respective administrative support staff, to inform of your acceptance to the Faculty Exchange Program (FEP). Instructions will be provided to them regarding the Office of International Education (OIE, <http://www.studentaffairs.cmu.edu/oie/>) and other administrative responsibilities.
- C. The host department at CMU will inform the OIE of your acceptance to the FEP and the need for a visa.

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

#### 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.
- 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](#).

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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.

#### **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. In case your appointment at the Embassy is scheduled close to 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 and confirm the final dates of your visit. After this, our office will issue your mobility scholarship contract and will process your payment in advance (50% of the first month).

#### **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 2,245 €/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 faculty exchange period, you will be required to submit a one-page report describing your activities. As a reference, you can find the reports of past Faculty Exchange members in <http://www.cmuportugal.org/tiercontent.aspx?id=2636>. 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  
[marta.oliveira@cmuportugal.org](mailto:marta.oliveira@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.