

VISITING FACULTY AND RESEARCHERS PROGRAM

2019 Call for applications for up to 10 Mobility Scholarships

Guidelines for application submission

Carnegie Mellon Portugal Program

www.cmuportugal.org

Prior to Application

1. Candidates should identify and contact a Carnegie Mellon University (CMU) faculty member who could serve as host and research collaborator;
2. Candidates, in coordination with the host at CMU, should determine a period of visit according to the dates announced for the call and define a work plan together with the CMU host.

Once the call is open

Candidates should follow the procedures described in the [announcement of the call](#). This will require the completion of the [online application form](#) with the following information:

- Personal Information;
- Hosting department, faculty host, date and duration of research period at CMU;
- Work Plan (activities and objectives);

Also, candidates should send to the e-mail apply@cmuportugal.org a single *zip*. file that comprises the following documents in *pdf*. format: a CV, motivation letter (1 page), Official Certificate of the Doctoral Degree¹, a statement from the department or institution in Portugal authorizing the extended leave, and a support statement from the host at CMU.

Identification of the CMU faculty host

It is mandatory for the candidate to have identified a CMU faculty host that will be the faculty member responsible for the visit and for the work developed by the visiting faculty. In specific cases where candidates don't have a clearly defined CMU faculty host, the CMU Portugal Program coordination office is available to help in the identification of that host. Please contact the CMU Portugal Program coordination office in Portugal for more information.

After application approval²

1. Upon approval, the CMU Portugal office in Portugal will send a Letter of Admission to successful applicants and to the CMU Portugal office at CMU;
2. CMU Portugal office at CMU will contact the Host at CMU and respective administrative support staff to inform them of the results, the [Office of International Education](#) (OIE) requirements and other administrative responsibilities;
3. The host department at CMU will contact OIE and follow administrative procedures such as visa instructions.

¹ For candidates with degrees granted by foreign higher education institutions it is mandatory to have equivalence/recognition of the degree. For more information please follow the links below:

<https://www.dges.gov.pt/pt/pagina/equivalencia-reconhecimento>

<https://www.ulisboa.pt/info/reconhecimento-de-habilitacoes-estrangeiras>

² Any decisions regarding Visiting Faculty and Researchers Program applications will be conditioned on the availability of funding.

Before departure

4-3 Months

1. The host department at CMU will provide guidance on visa related procedures and other useful information such as office space, computer and network access, CMU ID, etc.;
2. The host department's Foreign Scholar Coordinator will contact successful applicants to collect all information required (evidence of financial support, personal information, prior immigration visa status, etc.);
3. The Portugal office will provide the information required for the mobility scholarship contract to be confirmed between the researchers and INESC ID.

3 Months

1. The host department at CMU must provide researchers' complete information to the OIE, no later than 60 days in advance of the anticipated arrival date, to allow sufficient time for all document processing requirements;
2. The OIE will enter the information into SEVIS³ and issue the DS-2019⁴ document that will allow researchers to apply for a J-1 non-immigrant visa at a U.S. Embassy or Consulate;
3. House arrangements should be made by this time. The host at CMU may be able to provide guidance on this matter. 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, researchers must state that they 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.

8-6 weeks

1. The OIE will mail the DS-2019. Upon reception of the of the DS-2019, researchers must:
 - Visit SEVIS's website to register and pay the fee (more information [here](#)). Print out and keep the receipt.
 - Visit the [website of the U.S. Embassy in Portugal](#) and follow the on-line instructions to complete the visa application. Make an appointment at the U.S. Embassy in Portugal to obtain the visa. In preparation for the appointment, collect all the documentation that is required for the visa category. Updated information about the required documentation can be found at https://ais.usvisa-info.com/pt-pt/niv/information/required_docs . Allow enough time for the visa to be issued.
2. Researchers should inform the CMU Portugal offices once the appointment is scheduled;
3. After the visa is granted, the documentation will be sent to the researchers' address (visa processing times have large variations, typically between 3 and 10 business days);
4. Researchers should confirm the reception of the visa to the CMU Portugal office and final dates of the visit. After this, CMU Portugal office will issue the mobility scholarship contract and will process payment in advance (50% of the first month).

³ 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

⁴ 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.

Upon Arrival at CMU

1. Researchers should meet the host department head, faculty and key staff;
2. Researchers should check in with the OIE so that the office may notify SEVIS of the arrival at intended destination (this is mandatory);
3. Researchers should attend an OIE International Visitor Orientation Session;
4. The host department will provide a CMU ID via the [Card Office](#), and CMU IT Guest Privileges via [Computing Services](#);
5. Office space is provided by the host department;
6. Researchers should contact CMU Portugal office at CMU, namely Megan Flohr, to inform of their arrival. Contacts should be made by email mflohr@andrew.cmu.edu or phone (+1) 412-268-1494.

During the stay at CMU

1. The value of the mobility scholarship is 2.245,00 €/month, this 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 a final report has been received and approved;
2. Health insurance is mandatory while at CMU and it is reimbursable by the CMU Portugal Program up until a reasonable amount and depending on the specific situation of each faculty. Please contact the CMU Portugal Coordination Office at Portugal through info@cmuportugal.org to check your health insurance reimbursement.
3. Any other expenses will not be supported by the CMU Portugal program.

After you stay at CMU

1. At the end of the visiting faculty and researchers program, researchers are required to submit a two page report describing activities and results. The final half monthly stipend will only be paid once the report is sent and approved.

If you need any further information or support to identify a host at CMU please send an email with your concerns to info@cmuportugal.org.