

VISITING FACULTY AND RESEARCHERS PROGRAM

2020 Call for applications for up to 6 Mobility Scholarships

Guidelines for submission of applications

Carnegie Mellon Portugal Program

www.cmuportugal.org

Office Support

During the preparation period you will be supported by our two offices, the Portugal office, located at INESC-ID in Lisbon, and the Carnegie Mellon University (CMU) office located at CMU main campus in Pittsburgh, USA.

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;

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, statement of work (2 pages), copy the Doctoral Degree diploma or certificate¹, a statement from the department or institution in Portugal authorizing the extended leave; a support statement from the host at CMU; [CMU Collaborating Visitors Questionnaire](#) and the [CMU Foreign Corrupt Practices Act Certification](#)².

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 approval³

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;

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 More information about the Collaborating Visitors at CMU policy at: <https://www.cmu.edu/research-compliance/export-controls/Visitors.html>

³ Any decisions regarding the Visiting Faculty and Researchers Program applications will be conditioned on the availability of funding.

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.

Before departure

1. CMU Visitors Office validates the Collaborating Visitor Process² information submitted by the candidate upon application.
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 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.;
4. The Portugal office will provide the information required for the mobility scholarship contract to be confirmed between the researchers and INESC ID.

2-3 Months

1. The host department at CMU must provide students' 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 SEVIS⁴ and issue the DS-2019⁵ document that will allow students to apply for a J-1 non-immigrant visa at a U.S. Embassy or Consulate. For complete information on the J-1 Exchange Visitors process please visit [this](#) page;
3. A collaborating visitor agreement will be sent by the host CMU department and should be signed by the visitor and also the head of the Portuguese host institution;
4. Health insurance is mandatory at CMU, and it is recommended that the visiting scholars start to look out for options with some time ahead. According to the [OIE page](#), J-1 Exchange Visitors may purchase health insurance that meets the minimum standards required by CMU directly from [University Health Services](#) by emailing shinsure@andrew.cmu.edu. ALL J-1 Exchange Visitors must read, sign and submit [OIE's J-1 Scholar Health Insurance Agreement](#) to verify that they will comply with the required federal regulations regarding health insurance. This insurance may only be purchased during the first 30 days of the student's appointment at Carnegie Mellon University. The CMU Portugal Program will reimburse the health insurance, up to a reasonable amount;
5. House arrangements should be made by this time. The host at CMU, together with the CMU Portugal office @ CMU may be able to provide guidance on this matter. [There are several housing options](#) that are offered some 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.

⁴ 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. More information in the document "[The SEVIS Fee for F-1 and J-1 Students](#)".

⁵ 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.

8-6 weeks

1. The OIE will mail the DS-2019;
2. 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;
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;
5. After this step, the CMU Portugal office will inform INESC ID to issue the mobility scholarship contract.

Upon Arrival at CMU

1. Researchers should meet the departments' head, faculty host 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 2.267,23 €/month. It will be paid at the end of each month and will be proportional to the number of days in that month that were spent under the program;
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.

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.