

# *VISITING FACULTY AND RESEARCHERS PROGRAM*

*Guidelines for the 2024 Call for applications*

## 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 the Carnegie Mellon University faculty member who could serve as host and research collaborator. If you need any further information or support in order to identify a host at CMU please send an email with your concerns to [apply@cmuportugal.org](mailto:apply@cmuportugal.org)
2. Candidates should determine a period of visit according to the dates announced for the call, and define a work plan, in coordination with the host at CMU.

## Once the call is open

Candidates should follow the procedures described at the [call's announcement](#). 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 attach to the online application form the following documents in *.pdf* format: a detailed CV; statement of work (2 pages); declaration from home department/institution in Portugal authorizing the candidate to participate in the Program; support statement from the host at Carnegie Mellon University; copy of the doctoral degree official diploma<sup>1</sup>.

## After application approval

Any decisions regarding the Visiting Faculty and Researchers Program applications will be conditioned on the availability of funding. If funding is available the next actions apply:

1. Upon approval, 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, [CMU Collaborating Visitors Questionnaire](#) and the [CMU Foreign Corrupt Practices Act Certification](#)<sup>2</sup>.

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<sup>1</sup> For candidates with degrees granted by foreign higher education institutions it is mandatory to have equivalence/recognition of the degree and the final classification conversion to the Portuguese scale. For more information please follow the links below:

Degree and diploma recognition: <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>  
Conversion of the final grade to the Portuguese scale: <https://www.dges.gov.pt/en/pagina/conversion-final-classification-portuguese-scale?plid=1536>

<sup>2</sup> More information about the Collaborating Visitors at CMU policy at: <https://www.cmu.edu/research-compliance/export-controls/Visitors.html>

## Before departure

1. CMU Visitors Office validates the [Collaborating Visitor Process](#)<sup>3</sup> information submitted by the candidate;
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 faculty/researcher contract to be signed with INESC ID;
5. The payment of the monthly stipend (2.500 €) will be made at the end of each month and will correspond to the number of days in each month that the faculty spent visiting CMU.

## 2-3 Months

1. The host department at CMU must provide the faculty/researcher 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 SEVIS<sup>3</sup> and issue the DS-2019<sup>4</sup> document that will allow the faculty/researcher 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. All J exchange visitors (J-1) are required by federal [regulations](#) to have health insurance meeting minimum requirements, which can be found [here](#). Failure of the J-1 exchange visitor to maintain adequate health insurance will result in the loss of their legal J immigration status. A number of companies offer health insurance. [On this page](#), there are a sample of companies which provide health insurance plans which meet the regulations for J-1 students and exchange visitors. PLEASE NOTE: CMU's Office of International Education cannot recommend plans or guarantee that they will be accepted by Pittsburgh-area providers. Also, while the companies listed [on this page](#) currently offer insurance plans that satisfy the minimum U.S Department of State (DoS) requirements, the J exchange visitor must check with the company directly to make sure that the health coverage meets the minimum DoS requirements, as services are subject to change.
5. Health insurance costs up to 600€ will be reimbursed by the Program. An invoice should be requested to the health insurance provider by the faculty/researcher with the following mandatory elements:
  - Faculty/researcher name
  - INESC ID, R. Alves Redol 9, 1000-029 Lisboa
  - Fiscal Number: 504547593
  - invoice from the health insurance provider should be signed by the company
6. House arrangements should be made by this time. The host at CMU, together with the CMU Portugal office at CMU may be able to provide guidance on this matter. Carnegie Mellon

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<sup>3</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. More information in the document "[The SEVIS Fee for F-1 and J-1 Students](#)".

<sup>4</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.



University offers a variety of housing services to international students and scholars. Graduate students and visiting scholars independently arrange for housing at off-campus locations, sometimes with the assistance of the resources available on the Carnegie Mellon University Off-Campus Housing website.

Housing and other relevant information about life in Pittsburgh and at CMU is available on the Office of International Education's website.

Occasionally, Guest Housing at Carnegie Mellon University is available to individuals visiting the Carnegie Mellon University campus for University-related purposes. Details on the availability of Guest Housing can be found [here](#).

### **8-6 weeks**

1. The OIE will forward the DS-2019;
2. Upon reception of the of the DS-2019, you 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](https://ais.usvisa-info.com/pt-pt/niv/information/required_docs) . Allow enough time for the visa to be issued
  - When planning to schedule the necessary interview at the U.S. embassy in Portugal, and if you are having trouble in finding a suitable date for the interview, we recommend you to read this [FAQ](#) , specifically [here](#) where you will find more information on how to schedule an expedited appointment. Please remember that when requesting the expediting appointment you should state the c) paragraph "An applicant for a student or exchange visitor (F/M/J) visa whose I-20 or DS-2019 has a start date that is earlier than the first available visa appointment.". Also, together with the request submitted in the embassy website, and in case you have urgency in your visa interview, you can phone the number available [here](#) (+351 308 803 811);
3. After the visa is granted, the documentation will be sent to the faculty/researcher address (visa processing times have large variations, typically between 3 and 10 business days);
4. The faculty/researcher 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 contract.

### **After your VISA application appointment at the embassy**

1. After the visa is granted, the documentation will be sent to your address (visa processing times have large variations, typically between 3 and 10 business days);
2. You should confirm the reception of the visa to the CMU Portugal office and final dates of the visit. After this, you can book your plane trip;
3. The CMU Portugal Program will provide an allowance 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.

### **Upon Arrival at CMU**

1. Meet your departments' faculty host and key staff;
2. Check in with the OIE so that the office may notify SEVIS of the arrival at intended destination **(this is mandatory)**;
3. Attend an OIE International Visitor Orientation Session;
4. Through your host department obtain a CMU ID via The Hub, and CMU IT Guest Privileges via [Computing Services](#);
5. Office space is provided by the host department;
6. Contact [CMU Portugal office at CMU](#), namely Megan Berty, to inform of their arrival. Contacts should be made by email to [cmuportugal@andrew.cmu.edu](mailto:cmuportugal@andrew.cmu.edu) .

### **After you stay at CMU**

1. At the end of your stay, you are required to submit a two-page report describing activities and results.

If you need any further information or support please send an email with your concerns to [info@cmuportugal.org](mailto:info@cmuportugal.org).