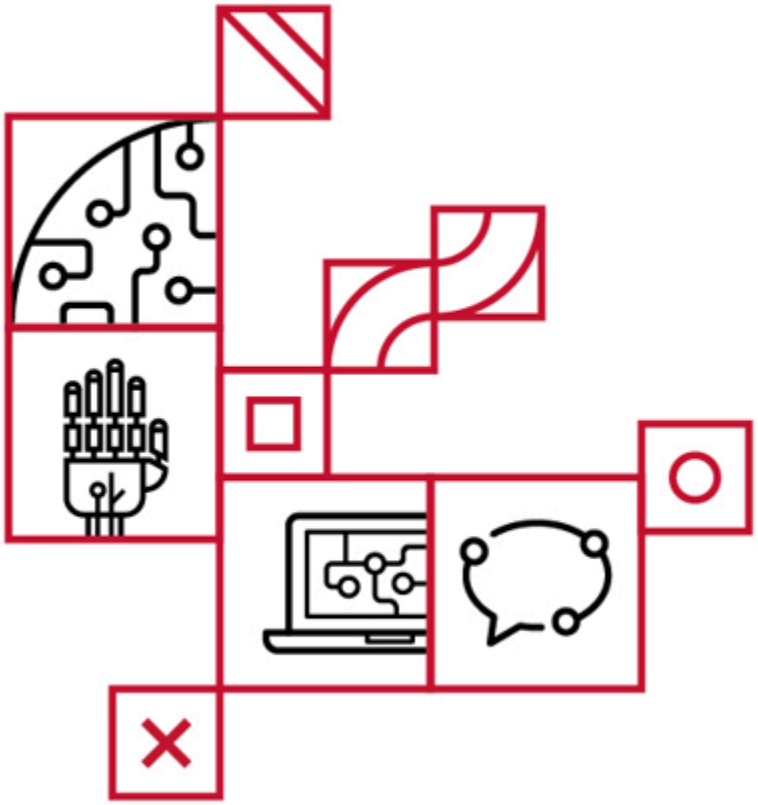
Affiliated Ph.D. Programs

Student Guide

2026-2027



Carnegie Mellon Portugal

Prepared by: Carnegie Mellon Portugal Program

This handbook is provided for informational purposes only and is intended to assist you during your participation in the Carnegie Mellon Portugal Program. If you have additional questions that are not answered by this handbook, please contact us.
We are here to help.

Please also check our FAQ page

Fundação para a Ciência e a Tecnologia

Welcome **5**
Contacts **6**
About the CMU Portugal Program **8**
Affiliated Ph.D. Programs 9
Guidelines for Co-Supervision 10
Your Scholarship & Other Funding **10**
Activating the FCT Scholarship 11
Documents Required 11
Support for Installation and Travel 13
Support for Research Visits to CMU While in Portugal 14
Support to Participate in Scientific Meetings 15
Other Funding Sources 15
Internships 15
Health Insurance while at CMU 16
Suspension 16
Closing the scholarship process 17
Changes to the FCT scholarship work plan 18
Studying in Portugal **19**
Foreign Students traveling to Portugal 19
Financial Arrangements 19
Visa and Entering Portugal 19
Housing Arrangements in Portugal 21
Medical Insurance in Portugal 21
Arrival in Portugal Checklist 23
Renew or Request a Residence Card 24
Leaving Portugal (students with residence permits only) 25
Academic Calendar in Portugal 26
Studying in Pittsburgh | CMU **27**
Applying for a U.S. Visa 27
Long Term Visits 27
Short Term Visits 31
Housing Arrangements in Pittsburgh 31
Health Insurance in the U.S 32
Arriving in the U.S 33
Before Departure 33

2-3 Months Prior..... 34
8-6 Weeks Prior.....35
Arrival..... 36
Foreign Student Documents and Maintaining Legal Immigration Status.....37
U.S. Federal Regulation Changes..... 37
Visa Documents at a Glance..... 38
DS-2019.....38
I-94..... 38
Passport..... 39
Entry Visa..... 39
Academic Calendar at CMU..... 41
Transfers between Portugal and the U.S..... 41
Reporting to the CMU Portugal Program.....41
Going to CMU..... 42
Transferring back to the Portuguese Institution..... 43
Staying at a Portuguese Institution..... 45
Good Practice for Acknowledging FCT and the CMU Portugal Program..... 46
Resources.....48
OIE - Office of International Education at Carnegie Mellon University.....48
CMU Graduate Student Handbook Suite..... 48
Cultural Organizations in Pittsburgh..... 48
Governmental Agencies in Portugal.....49
Where to Learn Portuguese?.....49
Courses of Portuguese Language for Foreigners..... 49

Welcome

Welcome to the Carnegie Mellon Portugal Program!

The goal of the student guide is to provide you with essential information on various organizational aspects related to your involvement in the partnership and its educational programs.

We aim to assist you in adapting to your new student life in Portugal and in Pittsburgh and we hope that this student guide will be a valuable resource throughout your path within the Carnegie Mellon Portugal Program.

The Executive Teams at Carnegie Mellon and Portugal are available at your disposal. Please do not hesitate to contact us with questions, suggestions and ideas.

Very best wishes,

Inês Lynce & João Magalhães
National Directors at Portugal

José M. F. Moura
Director at Carnegie Mellon University

Contacts

Program Directors

Carnegie Mellon University



José M. F. Moura
Director at CMU
leadership@cmuportugal.org

Portugal





João Magalhães & Inês Lynce
National Directors at Portugal
leadership@cmuportugal.org

Scientific Directors



Lia Patrício
Faculdade de Engenharia da Universidade do Porto



Luís Filipe Antunes
Faculdade de Ciências da Universidade do Porto



Fernando Velez
Instituto de Telecomunicações & Universidade da Beira interior



Luís Caires
Faculdade de Ciência e Tecnologia da Universidade Nova de Lisboa



João Paulo Cunha
Faculdade de Engenharia, Universidade do Porto



Paulo Marques
Feedzai



Susana Sargento
Universidade de Aveiro



Rui Maranhão
Faculdade de Engenharia da Universidade do Porto

Coordination Offices

Carnegie Mellon University

Scott Hall, Room 6103
5000 Forbes Avenue
Pittsburgh, PA 15213
CMUPortugal@andrew.cmu.edu

Portugal

Carnegie Mellon Portugal Program
INESC ID, Room 412
Rua Alves Redol nº9
Lisboa 1049-001 Portugal



Megan Berty, Associate Director at CMU
mflohr@andrew.cmu.edu



Nikki Singer, Administrative Coordinator
nikoles@andrew.cmu.edu



Sílvia Castro, Executive Director at Portugal
silvia.castro@cmuportugal.org



João Fumega, Education Officer
joao.fumega@cmuportugal.org

Fundação para a Ciência e a Tecnologia



Mariana Carmo,
Communications Officer
mariana.carmo@cmuportugal.org



Joana Aleixo,
Project Officer
joana.aleixo@cmuportugal.org

About the CMU Portugal Program

> **CMU Portugal's mission is to place Portugal at the forefront of research and technological development in the area of Information and Communication Technologies (ICT), by promoting an innovation ecosystem with a tight coupling between cutting-edge research, world-class graduate education, and highly innovative companies in the data-driven economy.**

In order to achieve this goal, the CMU Portugal Program comprises world-class Ph.D. initiatives which includes Dual Degree Ph.D. programs launched in 2007 and the Affiliated Ph.D. programs, which began in 2021.

Our Ph.D. Programs are structured so that students gain experience both at Carnegie Mellon University and in Portugal. Under the Affiliated Ph.D. programs, candidates are entirely hosted by a Portuguese University, with a research period at Carnegie Mellon up to 1 year. Upon the Ph.D. conclusion, candidates will be awarded a degree by the Portuguese host University.

Affiliated Ph.D. Programs

The CMU Portugal Affiliated Ph.D. Programs Initiative offers Ph.D. scholarships in selected cutting-edge areas of Information and Communication Technologies (ICT), related to the scope of the CMU Portugal Program.

Doctoral students conduct their studies both in Portugal and in the United States, and are co-advised by faculty from Carnegie Mellon University and from Portuguese partner higher education institutions. The expected duration of the program is four years (full-time), 3 years spent in Portugal and 1 year spent at CMU.

Graduates of the program receive a degree by the affiliated Portuguese University.

Scholarships are available to qualified candidates. These scholarships award a monthly stipend and cover tuition fees in Portugal.

By enrolling in an Affiliated Ph.D. program, students experience the advantages of collaborative research between top-tier research institutions. The program's high scientific standards serve to educate high-quality researchers, instructors, and innovators in ICT related areas.

Scholarships are granted in the following CMU Portugal research areas:

- Biomedical Engineering
- Cognitive Neuroscience
- Computer Science
- Electrical and Computer Engineering
- Engineering and Public Policy
- Human-Computer Interaction
- Language Technologies
- Machine Learning
- Materials Science and Engineering
- Mechanical Engineering
- Neural Computation
- Robotics
- Societal Computing
- Software Engineering

Guidelines for Co-Supervision

Students enrolled in the affiliated Carnegie Mellon Portugal Program will be guided during their studies by two advisors (one advisor at the Portuguese university and one co-advisor at Carnegie Mellon).

Students and advisors must submit a Work Plan in order to initiate the CMU Portugal - FCT scholarship. The Work Plan should include preliminary research topics, host institutions, and tentative dates for the visiting period at CMU, and it should be signed by all parties (student and both advisors). The Work Plan must be sent to FCT (when acquiring a fellowship) and to the National Directors, because it will allow ICTI staff to address students' issues effectively and in a timely manner.

Periodic conference call meetings between the student and the advisors is an essential part of the process because it enables effective collaboration and full immersion in the educational activities and research projects. Both advisors should be highly involved in the student's degree pursuit and should provide the student with constant guidance.

A Note on Changing Advisors: If you need to change your advisor during your program, you will need to submit a formal request to myFCT to change the work plan and gather approvals from all involved parties. For more information on this process, email the CMU Portugal Program Office in Portugal (info@cmuportugal.org).

Your Scholarship & Other Funding

While pursuing their studies, students enrolled in the Affiliated Ph.D. program will receive a scholarship directly from Fundação para a Ciência e a Tecnologia (FCT). While at Carnegie Mellon University, the scholarship monthly stipend will be increased to the international amount according to the values established by FCT.

FCT is Portugal's national science and technology foundation, and their mission consists of continuously promoting the advancement of scientific

and technological knowledge in Portugal, exploring opportunities that become available in any scientific or technological domain, to attain the highest international standards in the creation of knowledge.

Helpful links:

- FCT Scholarship Amounts: exact amounts in Portugal and while at CMU (which corresponds to the international amount "no estrangeiro") you will be receiving during your studies ("BI - Bolsa de Investigação para Doutoramento" is the Ph. D. scholarship);
- FCT Regulations for Research Studentships and Fellowships;
- The Research Fellowship Holder Statute.

Activating the FCT Scholarship

Once you are admitted in the Affiliated Ph.D. Programs Call for Scholarships you will need to provide us with a set of documents in order to obtain your scholarship contract.

Documents Required

1. CMU Portugal student information online form;
2. FCT form: Students need to complete the FCT form (in English), please note that we have included comments to guide you;
3. Passport (EU citizens, third states citizens) / Citizen Card (Portuguese citizens);
4. Document with the fiscal number in Portugal – NIF (a);
5. Document with Portuguese social security number – NISS (Optional) (b)
6. Document with a bank account number identification (IBAN) and the name of the bank in Portugal (c);
7. Document that proves that the candidate has a permanent residence address in Portugal (d)
8. Academic diploma for each degree that you have: official certified copy and transcript of records. If the degree was conferred by a non-Portuguese higher education institution it will need to be recognized under the Portuguese law (e);
9. Work Plan (f);
10. Declaration of Admission in the Ph.D. Program from the Portuguese University (g);
11. Declaration of Registration in the Ph.D. Program from the Portuguese University (h). Please note that regardless of your location, you should always maintain an active registration in your Portuguese University during your Ph.D. Program;
12. Declaration from the Portuguese host institution;
13. Host declaration from CMU;

14. Document signed for each advisor stating that they agree to take responsibility for supervising the student´s Ph.D. work;
15. Student CV;
16. Student's and supervisors' Ciência ID (i);
17. Document signed by the student stating their professional working status during the scholarship period;
18. If you intend to have an income from a professional activity during the scholarship period please send us the following documents depending on your case:
    a. Up to date document issued by the higher education institution where you are lecturing indicating the type of professional activity, position and number of lecturing hours (per academic year, week, and average number of hours per semester);
    b. Document that states the professional activities that you intend to maintain during your scholarship (j).

Notes

a) EU citizens and third state citizens can request this document if they are not in Portugal through a fiscal representative or must request this document upon arrival in Portugal to the Portuguese Tax Authority office or Citizen Shop (Loja do Cidadão). The scholarship contract may only be issued after FCT receives this document, so our recommendation is for the student to request the fiscal number as soon as possible;

b) In case the student already made contributions to the social security regime in Portugal;

c) EU citizens and third state citizens are expected to open a bank account in Portugal within three days upon arrival in Portugal and to send this information. The scholarship contract may only be issued after FCT receives this document, so our recommendation is for the student to open a bank account in Portugal as soon as possible;

d) The document should be valid from the starting date of the scholarship onwards. The document to be sent should be the following depending on the student nationality:
- Portuguese citizens: "Atestado de Residência" that can be requested at the local "Junta de Freguesia"
- Citizens from countries that are part of the European Union: "Certificado de registo de cidadão da EU", that can be requested at the local municipality
- Citizens from other countries: permanent residence permit, that can be requested at the Agência para a Integração Migrações e Asilo (AIMA);

When non-Portuguese students involved in the Program come to Portugal with the intention of remaining for a period of more than three months, they must apply for a visa before departure and also a residence permit upon their arrival. You should apply for a residency visa. For more information on the types of visas that are available please refer to the Portuguese Ministry of Foreign Affairs webpage. Usually, the visa that is issued follows under the category "Research, study, higher education students exchange, internships and volunteer

work", but you should confirm this with the nearest Portuguese consulate[1]. The Portuguese consulate will ask you for specific documentation, at this stage we can issue a CMU Portugal support letter that states that you have been admitted in an Affiliated Ph.D. program and that you are funded both while in Portugal and at CMU during a period of up to 4 years. Once you have arrived in Portugal we recommend you to go to an AIMA office in order to request a residence permit. The types of residence permits and documentation required are available here, usually they fall on the Article 91 type but this should be confirmed by AIMA. More information on AIMA and their contacts/ offices is available here.

e) If the degrees were conferred by a non-Portuguese higher education institution, and if you have not already done so, you will need to require the recognition of each degree under the Portuguese law. This can be requested online for most of the degrees in the Directorate-General for Higher Education (they indicate that usually takes up to 30 days if requested online) or in a Portuguese public higher education institution (e.g. University);

f) Generally with the following structure and signed by the student and the advisors: Title, Supervisors, Degree and Host Institutions, Keywords (4-6), Abstract (max. 150 words), State of the Art (max. 500 words), Objectives (max. 300 words), Description of tasks (max. 1000 words), Cronogram and Bibliographical References (max. 30). *If the work plan involves ethical questions related with the Ph.D. research work, those should be referenced in an appropriate section (max. 500 words). For reference please view the Ethics Guide of the latest FCT "2026 Call for PhD Studentships – Regular Line of Application".*

g) This declaration should be requested to the graduation office of your Portuguese higher education institution;

h) After having received the letter of admission from the Portuguese higher education institution (and in case you haven´t registered yet) you should register in that institution. If you are registering for the first time, at this point, we recommend you to contact your host institution graduation office to understand what are the documents required and how/when can you register since they vary from institution in Portugal;

i) Ciência ID is mandatory for the student and each supervisor. It is a science identifier created by FCT. After the creation of Ciência ID, it is recommended to login in the MyFCT website, which is a platform to manage funding or scholarships awarded by FCT.

j) These professional activities must comply with the list of activities allowed under the exclusive dedication regime (Article 5, numbers 3-4 of the Research Fellowship Holder Statute.

Support for Installation and Travel

FCT can provide a one-time travel allowance (600€) and a one-time moving allowance (1.000€) for stays abroad for six consecutive months or more. The two allowances may be combined but are always dependent on available funds and approval. These predetermined

[1] List of Portuguese consulates in the U.S.: https://portaldascomunidades.mne.gov.pt/pt/rede-consular/america/estados-unidos-da-america.

subsidies will be given only once for the entire duration of the FCT scholarship contract, to cover expenses with installation and travel from Portugal to Carnegie Mellon University.

To receive these allowances, the student must have an FCT contract signed and active. The request can be made to FCT, through the Portugal office. To guarantee that payments are processed in time, we advise students to submit the request 3 months in advance.

Please contact the CMU Portugal Program (info@cmuportugal.org) for more information.

Support for Research Visits to CMU While in Portugal

Partial financial support for research visits to CMU (supplementary training activities allowance) while the student is in Portugal, can be requested through the CMU Portugal Program Office in Portugal (info@cmuportugal.org).

These visits should last up to 6 months, and a monthly allowance of up to 750€/month will be given. The approval of the financial support will depend upon the scope, the length of the visits for each student, and the availability of funds.

To receive this support, the student must have a FCT contract signed and active, and are required to do the following:

1. Contact the CMU Portugal Program Office in Portugal to check that the motive for the visit qualifies for support (an interview may be required).
2. Send a formal request for support to the National Director of the CMU Portugal Program, including:
    i. The scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
    ii. A short paragraph about the activities to be conducted;
    iii. The travel dates and the planned duration for the visit to CMU;
    iv. The estimated cost for travel and the estimated cost for accommodation.

3. A support letter from both advisors must be submitted with a formal request, stating their agreement with the planned visit, a brief paragraph about the activities to be conducted, travel dates, and the planned duration for the visit to CMU.

A statement that reimbursement for these expenses were not, nor will be, covered by any other source. This can be a separate statement or added to the request.

Support to Participate in Scientific Meetings

A single allowance to participate in scientific meetings (750€) may be given by FCT within the full duration of the scholarship. Although students may participate in several events for the presentation and dissemination of their work, this allowance will be given only once. The amount of the allowance is fixed and published under the FCT Regulation for Studentships and Fellowships.

In order to receive this allowance, the student must have a FCT contract signed and active. Usually this allowance is given automatically upon the start of the contract, if not, you can request the allowance directly to FCT, or through our Portugal office.

Other Funding Sources

Work of the student receiving the FCT scholarship is under the regime of exclusive dedication and in most cases they cannot accumulate it with any other grant, subsidy or paid work. If you intend to have another grant, subsidy or paid work at the same time of the scholarship please contact the CMU Portugal Program (info@cmuportugal.org).

Internships

Paid internships may be compatible with the Research Grant Holder Statute (Estatuto do Bolseiro de Investigação Científica, Article 5) exclusive dedication requirement only if the internship is:

a) A short, non-permanent activity;

OR/AND

b) Directly related to the work plan.

The student is required to send the following documents (in official stationary, signed and dated) to the Education Officer at info@cmuportugal.org with:

- A letter for FCT's approval justifying the objective of the internship, duration and the activities to be carried out;
- A support letter from the advisors on the internship indicating if the activities to be carried out are related or not with the work plan, that the internship will be carried out in an external host institution, and that the activities are temporary and do not compromise the Ph.D. work plan;
- A letter from the institution where the internship will take place supporting the student internship request.

Health Insurance while at CMU

Affiliated Ph.D. students are J exchange visitors (J-1), therefore they are required by federal regulations to have health insurance meeting minimum requirements, which can be found here. Health insurance during the stay at CMU is fully funded by FCT through the Affiliated Ph.D. Program scholarship.

Suspension

According to FCT, students can suspend the scholarship in the following situations:

1. Parental leave, under the terms of the regime provided for in the Labor Code;
2. Illness of the scholarship recipient, justified by a medical certificate or statement of illness issued by a hospital;
3. In the event of temporary performance of another remunerated function or activity, public or private, incompatible with the full-time regime provided for in Article 5 of the Research Fellow Statute.

Suspensions do not carry any financial or contractual penalty as long as they fall under legally protected categories and are backed by official documentation. During these

approved suspensions, the contract "freezes." The time spent on leave does not count toward the maximum scholarship duration. The contract end-date is extended by the exact number of days the student was suspended.

To avoid possible penalties, any interruption must be communicated immediately to the CMU Portugal Program office (info@cmuportugal.org), so we can review your case. If your case falls under one of the situations described above, a request must be submitted by the student through the MyFCT portal, providing the required documentation, which varies according to the situation described. Please refer to the FCT FAQ section, questions 5-8 for more information.

Closing the scholarship process

According to FCT regulations (Article 24), a **final report** should be delivered to FCT **within 60 working days** following the end of the FCT scholarship.

The closure of the scholarship contract is done if the defense occurred before the total funding period ended or when the total funding period has already ended. In the latter case, the request must be submitted in the following 60 working days, even if the thesis hasn't been delivered and/or the defense hasn't occurred yet.

The report should include: the logos of the funding programs that were mentioned in the call announcement for which the student applied (available in the webpage "Admissions and Scholarships" of the program), the work performed and the main results achieved, namely publications, communications, and other scientific outputs, with the corresponding URL addresses.
The student must submit the request to MyFCT, by accessing the menu Financing → Applications → Create Applications), with the following documentation:

- Final activity report.
- Statement of each supervisor regarding the activities carried out, submitted by them directly on the platform, to be notified by the student.
- Degree certificate - the student has 3 years to submit the certificate proving they

have obtained the degree, after the end of the scholarship contract;
- Social Security statement, documenting the Voluntary Social Security, if it applies.

These documents must be sent to the CMU Portugal Program office (info@cmuportugal.org) for the student's records. The student must provide the public URL to the thesis, in the university's repository, when available.

Changes to the FCT scholarship work plan

If the planned dates for your CMU research period—as outlined in the work plan initially approved by FCT—are modified, you must submit an updated version of the work plan to FCT for formal approval. This action is also mandatory if you make changes to any of the following elements: title, duration, objectives, or tasks.

If you wish to request any changes to the approved work plan you must submit your request at https://myfct.fct.pt/ by accessing the menu Funding → Requests → Create Requests, and submit the following documentation, indicating the justification for the relevance/necessity of the requested change(s):

1. Statement from all supervisors clearly informing about the changes to be made to the work plan and justifying their relevance/necessity. The supervisors' statement is submitted by them directly on the myFCT platform after the scholarship holder has made their request.

2. Statement from those responsible for the host institutions, in which they must express their opinion on the acceptance of the change and the continuation of the work carried out by the scholarship holder, after the possible approval of the requested change(s).

3. Revised work plan, which must clearly indicate the aforementioned changes. It must include an updated schedule reflecting the proposed changes.

Studying in Portugal

Foreign Students traveling to Portugal

Financial Arrangements

If you are a foreign student, when coming to Portugal, bring sufficient funds for expenses during the first one to two months, since the first stipend will only be transferred to your account at the end of the first month after the contract is signed. During the first month, the student should account for additional expenses: rent (usually for the first and last month), opening bank accounts, utilities, etc.

Traveling and settling in costs should be recovered in the amount that is stated in the FCT page, by the end of the first month.

Visa and Entering Portugal

Students from EU countries and from European Economic Area/EEA (Iceland, Liechtenstein and Norway) and Switzerland do not need a visa to enter Portugal, which is a signatory of the 1995 Schengen Agreement. These students have the right to live in the national territory for a period up to 3 months without other conditions and/or formalities beyond having a valid identity card or passport. However, if the stay is longer than 3 months, the student must formalize their right of residence by applying for the residence card within 30 days of arrival, before the end of the three-month stay in the country at the Agência para a Integração Migrações e Asilo of their residence area.

> **Agência para a Integração Migrações e Asilo, abbreviated to AIMA, follows on from a restructuring of the Portuguese border control system, which will now be based on separating law enforcement from administrative tasks pertaining to migration and asylum, which until then were under the Borders and Immigration Service (SEF)**

Students from non-EU countries must obtain a residence study visa before departure from their home country. They can request their visa at the nearest Portuguese Embassy or Consulate. Please consider that a 'tourist' visa will not be accepted.

For more information on the types of visas that are available please view the Portuguese Ministry of Foreign Affairs webpage. Usually, the visa that is issued follows under the category "Research, study, higher education students exchange, internships and volunteer work", but you should confirm this with the nearest Portuguese consulate. The Portuguese consulate will ask you for specific documentation, at this stage we can issue a CMU Portugal support letter that states that you have been admitted in a dual degree Ph.D. program and that you are funded both in Portugal and at CMU.

A visa request to enter Portugal should be made several months in advance as the process can take up to 3 months depending on the country of origin (the visa will be valid for the European Area under the Schengen Agreement). Some visa applicants may also be subject to security clearance checks. These checks may take 30 to 60 days to be processed. A residence visa will allow the student to enter Portugal with the ability to apply for a residence permit. The residence visa allows the holder to remain in Portugal for six months. However, persons applying should take into account that someone having a residence visa is not yet a resident, but only authorized to apply for a residence permit.

> **It is important to highlight that foreign students entering Portugal through a non-controlled border (whose passports are not stamped in Portugal) need to contact AIMA, within 3 days of their arrival, in order to report their entrance in the country. After this three-day-period, they will be charged a fine.**

Useful links:

- Portuguese Consulates
- Agência para a Integração Migrações e Asilo (AIMA)
- Secretary-General of the Ministry of Science, Technology and Higher Education (SG-MCTES)
- Directorate-General of Consular Affairs andPortuguese Communities (DGACCP)

Housing Arrangements in Portugal

You are responsible for making your own housing arrangements for the academic year. The international relations office at your university in Portugal can provide you with local assistance. It is important to start looking for permanent or at least temporary accommodations well in advance.

It is important to start looking for permanent or at least temporary accommodations well in advance.

Universities' Social Services:

- SASUL (Universidade de Lisboa);
- SASNova (Universidade Nova de Lisboa);
- SASUC (Universidade de Coimbra);
- SASUA (Universidade de Aveiro)
- SASUP (Universidade do Porto);
- SASUM (Universidade do Minho);

There are also accommodation platforms for mid and long-term rental and private residences across Portugal, such as Uniplaces; HousingAnywhere; Spotahome; Inlife, Livensa Living; Nido Living; micampus; Xior.

Medical Insurance in Portugal

Portugal has a public healthcare system (Serviço Nacional de Saúde - SNS), which grants its population access to the necessary healthcare at reduced fees. Generally, health insurance is not mandatory for foreign residents, although different prices may be charged by the SNS for foreign residents depending on the agreements in place between the country of origin and Portugal and their residency status. If you plan to attend the private healthcare system we strongly recommend you to get health insurance.

If you are a non-Portuguese student attending the Affiliated Ph.D. Program you will most probably have or will have a permanent residence permit, and in this case the access to the SNS will be as nearly the same as any other Portuguese citizen.

You can find below more details depending on your country of origin and residency status in Portugal:

- If you are a non-Portuguese student coming from the EU, EEE, Switzerland, and have a permanent residence permit you will have access to all the SNS services and wil be charged a reduced fee. If for some reason you have a temporary residence permit, we recommend you to get the European Health Insurance Card (CESD). This card is available to European citizens who are traveling within the European Economic Area, (i.e. the European Union, Norway, Iceland and Liechtenstein) and Switzerland, for private or professional reasons, and you will be charged nearly the same as a Portuguese citizen and will have access to the same type of healthcare services.

- Non EU-EEA students should ask for further information in their own country before travelling to Portugal. If the student does not have a permanent residence permit and there are agreements in place between Portugal and the country of origin, the student will be charged by the SNS a reduced fee, while the type of access to the healthcare services may vary depending on the agreement in place.

- If there are no agreements in place the student will need to have a residence permit/ work permit to access the SNS. In these cases the student will be charged a reduced fee, and will have access to the same type of healthcare services.

Civil Liability Insurance

This cost-effective insurance is not required, but is recommended, since health insurance policies and the CESD do not cover civil liability (damage caused to third parties) of your daily activities (except University activities, which are covered by school insurance).

Personal Physical Accidents Insurance

This insurance is not required however it is recommended. Besides covering personal physical accidents in your daily life, this insurance often provides you with repatriation insurance, in case of sickness or accident (depending on the insurance policies).

Arrival in Portugal Checklist

This checklist will help you prioritize upon your arrival in Portugal if you are not a permanent resident in this country or/and are not of Portuguese nationality.

- ☐ If entering by car in Portugal, you must notify Portuguese authorities about your arrival within 3 days of their arrival, in order to report their entrance in the country. After this three-day-period, there will be a fine;
- ☐ Notify your advisor and the CMU Portugal office of your arrival;
- ☐ Register at your Portuguese institution;
- ☐ Locate permanent housing;
- ☐ Apply for a NIF (número de identificação fiscal). To apply for a NIF, you must appear in person at the office in Loja do Cidadão nearest your host institution. Take the following documents with you[2]:
  - ☐ Your passport and one other document that establishes your age and identity
  - ☐ Your Portuguese address[3]
- ☐ Open a bank account (IBAN). To open a bank account, you must appear in person at a bank office nearest your host institution, and take the following documents with you[4]:
  - ☐ Your NIF number
  - ☐ Your passport
  - ☐ Contract from Carnegie Mellon Portugal Program or letter of admission
  - ☐ Your Portuguese address
- ☐ Obtain gas, electricity, water and telephone services;

[2] More information about getting a NIF as foreign citizen non-resident in Portugal can be found at: https://info.portaldasfinancas.gov.pt/pt/apoio_contribuinte/Folhetos_informativos/Documents/Assignment_of_tax_id_number_to_foreign_citizens.pdf

[3] A proof of residential address must contain the student's address in Portugal.: passport, driving licence or residence pemit, lease or rental agreement, a bank statement, utility bill (electricity, water, gas, and internet, excluding mobile service).

[4] Usually, to get a Portuguese IBAN (PT50) the NIF is always required. Certain banks or digital services (e.g. ActivoBank, Moey, Revolut) may allow you to get a PT IBAN if you are abroad and provide proof of a Portuguese tax number (NIF) or future residence address.

- ☐ Identify a doctor, dentist and hospital in case of an emergency;
- ☐ Provide your Portuguese address to all university administrative offices and info@cmuportugal.org

International relations office at Portuguese universities often offer services focused on integration and bureaucracy for international students, such as: Universidade de Lisboa, Técnico's International Affairs Division; Universidade do Porto; Universidade de Coimbra; Universidade de Aveiro; Universidade do Minho.

Renew or Request a Residence Card

Request

Once you have arrived in Portugal, and if you are not a permanent resident in this country or/and don't have Portuguese nationality, we recommend you to go to an AIMA office in order to request a residence permit.

Visit AIMA's website to find the types of residence permits and documentation required as well as their contact information.

AIMA has recently made available an online form for citizens who have been granted a residence visa with no appointment for an interview at AIMA to obtain a residence permit. If this is your case, you should access the online form and choose the following options:

- Topic: Autorização de Residência (Residence Permit)
- Subtopic: Autorização de residência com visto consular (Não CPLP) (Residence permit with consular visa (Non CPLP))

If you have already been interviewed for the residence card, but your residence card is considerably delayed, you can try to send a detailed email to AIMA explaining the urgency of your situation and attaching all relevant documents, including the acceptance letter at CMU and in the Portuguese higher education institution, evidence of the work to be developed under the Ph.D., and a comprehensive explanation of your emergency.

Failure to apply for a residence card within the specified time is a serious offense and can result in a heavy fine and even deportation. Please contact AIMA for more information.

Renew

To renew your residence permit please find here more information on the required documents. Before preparing this information we advise you to contact AIMA to confirm what are the necessary documents.

Leaving Portugal (students with residence permits only)

In most cases, students enrolled in the doctoral programs start their studies at a Portuguese institution or university. However, during their studies students are required to spend one or two years in the U.S., working on their research and taking courses at Carnegie Mellon University, before returning to Portugal.

THEREFORE:

- During the prolonged stay abroad, which is part of the doctoral program, a student's residence card may expire. While abroad, it is not possible to make a request for renewal of the residence card. Therefore, students are required to apply for the issuance of a new visa in order to return to Portugal (which implies a new application for residence at AIMA once back in Portugal).
- Furthermore, under the current legislation (Article 85. of Law No. 23/2007), the residence permit in Portugal can be revoked when the person, without suitable reason, is absent from the country for a period of 6 consecutive months, or 8 interpolated months, during the total period of validity of the authorization. This situation requires a new application and issuance of a new visa in order to return to Portugal (and once again a new application for residence at AIMA when back in Portugal).

To avoid these situations and the repetition of the application process for a visa to Portugal (at Portuguese consulates abroad) as well as the application process for the residence card in Portugal, please contact AIMA explaining your situation. More information on AIMA and their contacts/offices is available here.

Academic Calendar in Portugal

Universities and colleges follow an academic year, which consists of two semesters. The academic year begins with the start of autumn and ends the following summer.

Christmas Break: Usually beginning the 3rd week of December and lasts for two weeks including Christmas and New Year holidays.
Carnival Break: Three days (Monday, Tuesday and Wednesday) during Carnival.
Easter Break: Around two weeks including Easter. It varies from year to year, but is usually around late March or mid-April.
Summer Break: Takes place from late July to early September and it separates one school year from another.

Important dates - Basic Calendar[5]

Last Week of August/ Mid-September	Arrival - Start of the Academic Year
Mid-September Through Mid-February	1st Semester: ● Courses ● Research First day of class: Mid-September Christmas break: Last week of December + First week of January Final exams: End of February
March Through Mid-July	2nd Semester: ● Courses ● Research First day of class: Beginning of March Final Exams: Mid-June

[5] This calendar represents a general guideline for the incoming students. Please check the website of your home institution to get the exact academic calendar.

Studying in Pittsburgh | CMU

Applying for a U.S. Visa

The information in this section is for informational purposes only. Please carefully review the Carnegie Mellon University's Office of International Education's (OIE) website for the most up-to-date U.S. Immigration regulations and processes.

Long Term Visits

The CMU host department will initiate the visa process once a visiting period at CMU has been determined. CMU Visitors Office validates the Collaborating Visitor Process information submitted by the candidate. The host department will collect all information required and will provide guidance on visa related procedures and other useful information such as office space, computer and network access, CMU ID, etc. The host department at CMU must provide students´ complete information to the Office of International Education (OIE), no later than 60 days in advance of the anticipated arrival date, to allow sufficient time for all document processing requirements. Therefore, timely responses to requests for information from CMU departments is required or may result in visit delays.

Note: If you choose not to complete your full year at Carnegie Mellon University, it is critical to plan your research timeline carefully with the Office of International Education (OIE). Per OIE policies, short-term scholar status is capped at six months, and extensions beyond that limit are not permitted. Additionally, OIE strictly prohibits visitors from returning as a short-term scholar for the exact same project. Any subsequent visit under this category requires a completely distinct research purpose and objective. Because you cannot break up a single project into multiple short-term visits, please ensure you map out your academic year and research goals in advance to make the most of your time at CMU.

1. Get your DS-2019 (for J-1 status) and pay the SEVIS Fee

In order to apply for a visa at a U.S. embassy or consulate, you must first have a SEVIS (Student and Exchange Visitor Information System) generated document issued by a U.S.

college or university or Department of State-designated sponsor organization (DS-2019 at CMU). You will be required to submit this form when you apply for a visa. Carnegie Mellon University will provide you with the appropriate SEVIS-generated form only when you have been academically admitted to the institution. The university will also send you additional information about applying for the appropriate visa, as well as other guidance about beginning your academic program in the United States.

The DS-2019 (for J-1 status) is the document issued by Carnegie Mellon University. It is specific to the institution and program of study you will attend in the U.S. It must be presented to the U.S. Embassy or Consulate abroad to obtain an entry visa and to immigration officials to enter the U.S. in student status. Extensions or updates may be made by contacting the Office of International Education. After your initial entry, a travel signature less than 6 months old is required in order to re-enter the U.S. in student status. Signatures can be obtained at the OIE.

> **The Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security (DHS) and Department of State better monitor school and exchange programs and F, M and J category visitors. Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS). SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the DHS and Department of State (DOS) throughout a student or exchange visitor's stay in the United States.**

2. Apply for a J-1 VISA

Once you have all the required documentation, you may apply for a visa, even if you do not intend to begin your program of study for several months. It is best to apply early for a visa to ensure there is sufficient time for visa processing. J-1, or Exchange Visitor: This visa is

for people who will be participating in an exchange visitor program in the U.S. The "J" visa is for educational and cultural exchange programs.

Citizens of Canada and Bermuda do not require entry visas for study in the U.S. but must present the DS-2019 and financial information when entering the U.S. Landed immigrants of Canada must travel with a passport and obtain a U.S. visa in order to enter the U.S.

In case of denial, ask for the reason in writing before you leave the consulate. Only in this way can you address the U.S. Consulate concern if and when you return for a second interview. Additionally, in case of a denial, contact the Office of International Education for advice and new forms, if necessary, before returning to the U.S. Consulate.

Comprehensive information on applying for a U.S. visa is available on the U.S. Department of State website. In particular, you may wish to consult the visa wait times or the individual consular websites for post-specific visa application procedures.

Planning Ahead for the Visa Process, not just your Academic Admission

One of the most important things you can do to ensure that you will be able to arrive in time for the start of your educational program in the United States is to plan well in advance, not only for the academic portion of your U.S. program, but also for the visa process. This means you will need to request and receive the appropriate visa- qualifying document (DS-2019) from the U.S. institution or program sponsor well in advance of your planned departure to the United States. You will also need to make an appointment for your visa interview. Please consult the U.S. Embassy or Consulate nearest you to find out how long it may take to get an appointment.

Applying for a Visa - key points to keep in mind

Among the things you'll need to do is pay the SEVIS and visa processing fee, and make an appointment for the visa interview (the procedure will differ on all of these from one U.S. Embassy/Consulate to another, so visit the website of the specific U.S. Embassy). You should also make sure you have all the documentation you will need when you go for the

interview, including the visa-qualifying document (DS-2019), financial support documents, proof of payment of the SEVIS and visa fees, and a completed visa application form.

Ensure that you complete the visa application correctly by following the Department of State website procedures carefully.

Key Information about Visas and Entering the United States

There are two additional pieces of information that are useful to know. The first is that the U.S. Embassy/Consulate cannot issue a visa more than 120 days before the actual start of the program in the United States. However, visa applicants are encouraged to apply for their visa as soon as they are prepared to do so. Thus, if the college or university to which you have been admitted states on the DS-2019 that the program will start on September 1, a visa cannot be issued before May 1. Second, even if you have been issued a visa to enter the United States, you will not be allowed to enter the country more than 30 days before the start of your program if you are an initial entry student. Returning students do not have this requirement. Using the earlier example, if the program of study starts on September 1, you will not be permitted to enter the United States until August 1 or later. Statistics on visa issuance rates around the world can be found here. Information on visa appointment wait times can be found here.

Some visa applicants may be subject to security clearance checks. These checks may take 30 to 45 days to be processed. If you are notified that your visa application will be delayed because of administrative processing or security clearance, please notify the Office of International Education.

If you are applying for a U.S. VISA from Portugal (whether you are Portuguese or an international student), please ask your home university department in Portugal to issue a confirmation letter – signed and with the seal of the institution.

Short Term Visits

A visa is not required for most tourist and business visits of 90 days or less, provided that you are a citizen of one of the following countries: Andorra, Australia, Austria, Belgium, Brunei, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, Spain, South Korea, Sweden, Switzerland, and United Kingdom.

The Visa Waiver Program (VWP) enables nationals of certain countries to travel to the United States for tourism or business for stays of 90 days or less without obtaining a visa. The program was established with the objective of eliminating unnecessary barriers to travel, stimulating the tourism industry, and permitting the Department of State to focus consular resources in other areas.

Please visit the U.S. Embassy in Portugal website for more information about the visa waiver program.

If your country does not fall under the Visa Waiver program with the United States, please check the website of the embassy or consulate in your home country for information.

Housing Arrangements in Pittsburgh

Graduate students and visiting scholars independently arrange for housing at off-campus locations.

Below are resources for finding off campus housing near Carnegie Mellon University's campus. As you search for housing, we advise that you consider neighborhoods closest to CMU's campus including Oakland, Shadyside, and Squirrel Hill.

CMU Resources:

- CMU Student Affairs Housing & Residential Education Off Campus Housing Guide
- CMU's Off-Campus Housing Marketplace

- Finding Off-Campus Housing Frequently Asked Questions
- OIE Pre-Arrival Housing Guide
- CMU Portugal Visitor Guide
- National Student Services: Renter's Insurance

Depending upon availability, new graduate students may take advantage of a two-week period of Transitional Housing in campus dormitories in August prior to Graduate Orientation; move in and move out dates are strictly enforced and arrangements must be made in advance. You can find more information here.

International students and scholars should anticipate a brief stay at a hotel or with a friend immediately upon arrival to Pittsburgh.

Health Insurance in the U.S

All J exchange visitors (J-1) are required by federal regulations to have health insurance meeting minimum requirements, which can be found here.

> **Health insurance during your stay at CMU is fully funded through the Affiliated Ph.D. Programs scholarship. Please contact the CMU Portugal Program coordination office when you are preparing your transfer request to CMU so we can provide you more information.**

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. The section titled "J Exchange Visitors Who Do Not Qualify for Carnegie Mellon Employee Benefits" on this page includes a sample of companies which provide health insurance plans which meet the regulations for J-1 students and exchange visitors.

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.

International students and scholars are not eligible for public benefits available to many U.S. citizens with low incomes. Accepting any such public benefits can cause you to lose your legal status in the U.S. and create a bar to your re-entry to this country. J visa holders (J-1 students, scholars and their dependents) are required by U.S. federal law to have health insurance which meets minimum standards set by the government.

Arriving in the U.S.

Before Departure

1. The CMU Portugal office at CMU will contact the Host at CMU and respective administrative support staff to inform them of the students' visit, the Office of International Education (OIE) requirements and other administrative responsibilities;

2. The host department at CMU will contact OIE and follow administrative procedures such as visa instructions, the CMU Collaborating Visitors Questionnaire and the CMU Foreign Corrupt Practices Act Certification;[6]

3. CMU Visitors Office validates the Collaborating Visitor Process information submitted by the student;

4. The host department student's office will contact the students to collect all information required (evidence of financial support, personal information, prior immigration visa status, etc.);

5. At this stage students should contact the CMU Portugal office in Portugal in order to issue a CMU Portugal support letter that states that you have been awarded a CMU Portugal Program Affiliated Ph.D. scholarship for Ph.D. research in Portugal and at CMU and that details the amount of funding that you will receive. Visiting students

[6] More information about the Collaborating Visitors at CMU policy at: https://www.cmu.edu/researchcompliance/export-controls/Visitors.html

at CMU will need to comply with a minimum required stipend per month which may not be fully covered by the scholarship. If that is the case you will need to provide together with the CMU Portugal support letter a bank statement with the necessary amount;

6. 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.

2-3 Months Prior

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 SEVIS[7] and issue the DS-2019[8] 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. All J exchange visitors (J-1) are required by federal regulations to have health insurance meeting minimum requirements, which can be found here. More information in the chapter Health Insurance in the US. FCT will reimburse or pay in advance your health insurance while at CMU. You should request an invoice from the health insurance provider with the following information: amount paid, name of the scholarship holder, description and duration of the health insurance that was purchased, date, signature, and stamp of the insurance provider.[9]

[7] 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 F1- and J-1 Students".

[8] 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.

[9] If the health insurance provider is unable to provide you with a signed and stamped document,you can request that the document be authenticated by a notary or other eligible entity.

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. House arrangements should be made by this time. The host at CMU, together with the CMU Portugal office @ CMU may be able to guide this matter. There are several housing options that are offered at a reduced CMU rate. There are also several boarding houses available. To access the CMU rate, researchers must state that they are visiting on behalf of CMU. More information in the chapter 5.4 Housing Arrangements.

8-6 Weeks Prior

1. The OIE will forward the DS-2019;
2. Upon reception of the of the DS-2019, you must:
    a. Visit SEVIS's website to register and pay the fee (more information here). Print out and keep the receipt.
    b. 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 here. Allow enough time for the visa to be issued.
    c. 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 Frequently Asked Questions page, specifically here where you will find more information on how to schedule an expedited 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).

Arrival

- Meet your departments´ faculty host and key staff;
- Check in with the OIE so that the office may notify SEVIS of the arrival at intended destination (this is mandatory);
- Attend the mandatory OIE International Visitor Orientation Session;
- Through your host department obtain a CMU ID via the Card Office, and CMU IT Guest Privileges via Computing Services;
- Office space is provided by the host department;
- Contact the CMU Portugal office at CMU to inform of arrival. Contacts should be made by email cmuportugal@andrew.cmu.edu;
- Find off-campus housing;
- You may want to open a U.S. bank account. When you attend international student orientation, you will receive detailed information on the many full-service banks close to campus; take into consideration services and fees associated with checking and savings accounts, interest rates, wire transfer fees, ATM machine access, credit and debit card availability, as well as telephone and web banking. You may not want to open an account until you have secured housing as proximity to your residence is also an important consideration; In the meantime, you can find more information about banking at CMU, and check out the following websites:
  - PNC Bank
  - Chase Bank
  - Citizens Bank
  - Dollar Bank

Please note: your bank must be able to accept USD currency. If your bank does not accept USD currency, you will be unable to receive any Non-Qualified Scholarship payments. To ensure payments are processed quickly, we recommend that you consider opening a U.S. bank account. PNC Bank offers an International Student Account that lasts for up to 6 years, and there is a branch conveniently located near CMU's Campus in Pittsburgh.

Foreign Student Documents and Maintaining Legal Immigration Status

International students are required to abide by United States immigration regulations throughout their stay. Students are admitted to the U.S. by the Department of Homeland Security (DHS) to be full-time students. Participation by students in any other activity, from employment to travel, is considered to be a privilege and is only allowable under strict DHS rules. Penalties for violations of immigration law can be severe and can include deportation and 10-year bars from reentry to the U.S., so it is extremely important for students to understand their responsibilities.

International students are normally admitted to the U.S. for "Duration of Status" (D/S). This means that they are allowed to remain in the U.S. as long as they "maintain legal student status," which may be longer or shorter than? the length of time listed on their initial visa or Certificate of Eligibility (I-20 or DS-2019 form).

U.S. Federal Regulation Changes

There are forthcoming U.S. federal regulation changes related to individuals in F/J status. Currently a preliminary injunction has temporarily postponed the implementation and the previous F and J regulations continue. As you evaluate your work plan and location, if you plan to transfer to Carnegie Mellon, we strongly encourage you to plan to be at CMU for the duration of your CMU period. We recognize that there remains ongoing uncertainty and we are here to support you through this process. We encourage you to review CMU's Office of International Education's (OIE) Summary of the Final Rule and FAQ page.

Updated September 18, 2026

Visa Documents at a Glance

Document	Issued by / Format	Purpose	Key Requirements
DS-2019	CMU OIE *(Digital / Printed PDF)*	Certifies eligibility for **J-1** exchange visitor status.	Must be signed by the student and OIE advisor; requires active CMU/sponsor standing and mandatory health insurance.
I-94	U.S. Customs and Border Protection (CBP) *(Electronic record)*	Official arrival/departure record proving legal entry and authorized fixed end date,	Must be generated and verified online after every entry into the U.S. to confirm correct class of admission.
Passport	Home Country *(Physical Booklet)*	Official identification and proof of citizenship for international travel and U.S. entry.	Must remain valid for at least **6 months** into the future at all times while in the U.S.
Entry Visa	U.S. Embassy or Consulate overseas *(Physical foil sticker inside passport)*	Grants permission to request entry into the U.S. at a Port of Entry in F-1 or J-1 status.	Must be valid on the **day of entry** to the U.S. *(Citizens of Canada and Bermuda are exempt).*

DS-2019

The I-20 (for F-1 status) or DS-2019 (for J-1 status) is the document issued by your school or a sponsoring agency. It is specific to the institution and program of study you will attend in the U.S. It must be presented to the U.S. Embassy or Consulate abroad to obtain an entry visa and to immigration officials to enter the U.S. in student status.

I-94

Upon entry to the U.S., a Customs and Border Protection (CBP) Officer will stamp your passport with your arrival date, classification (F-1, J-1, etc.), and the Admit Until Date (AUD) of your status. F-1/J-1 students are permitted to remain in the U.S. as long as they have a

valid I-20/DS-2019, are enrolled in the academic program listed on the I-20/DS-2019, and have otherwise maintained their immigration status. After entry to the U.S., you can view your I-94 record online. Check the website, verify the information, and print or save a copy for your records every time you re-enter the U.S. Contact OIE for assistance if the information is not correct. Check this document for accuracy.

Passport

The passport is the legal document issued by your country of citizenship. It must be kept valid at all times during your stay in the U.S. and must be valid at least 6 months into the future to re-enter the U.S. or apply for a visa. The passport can usually be renewed through your home country's Embassy or Consulate in the United States.

Entry Visa

Your U.S. entry visa is a sticker on a page of your passport which permits you to enter the U.S. Students will have either an F-1 or a J-1 entry visa. You can still maintain your student status even if your visa expires while you are in the U.S. However, if you travel outside and then wish to re-enter the U.S., you will need to apply for a new entry visa at a U.S. embassy or consulate while outside the U.S. You cannot renew your visa while in the U.S

STUDENT RESPONSIBILITY: Remember that it is the student's responsibility **to be informed about immigration rules and any rule changes which occur during their stay in the U.S.** The Office of International Education (OIE) provides Carnegie Mellon international students with the necessary information to do this, but it is the student and not the university who is ultimately responsible for abiding by the rules and maintaining legal student status.

YOU MUST ALWAYS:

- Maintain a valid passport throughout your stay in the U.S.
- Attend the school you are authorized to attend by U.S. Citizenship and Immigration Services (USCIS). This is the school whose name appears on the DS-2019.

- Keep your Certificate of Eligibility (DS-2019 form) valid at all times and apply for extensions of stay at least one month before the document expires.
- Keep local and permanent address information current while in the U.S. Enrolled students may do this through the HUB's Student Information On-Line website. The "off campus residence" address must be completed with your current U.S. residential address (except for undergraduate students living on campus). "Permanent address" must be an address in your home country.
- Complete necessary immigration transfer procedures when changing from one school to another in the U.S. by consulting the international student advisor at the new school and informing the international student advisor at your current school of your intent to transfer.
- All J exchange visitors (J-1) are required by federal regulations to have health insurance meeting minimum requirements, which can be found in chapter "Arriving in the U.S" ("2-3 months", point 4).
- J-1 students have a 30-day grace period in which to do one of the following:
  - Leave the U.S.
  - Change to another immigration status.
- To obtain a new certificate of eligibility for a new school or program, J-1 students cannot use the 30-day grace period for SEVIS transfer purposes or to change level but must obtain a new certificate of eligibility for a new program before the end date listed on the DS-2019.

YOU MUST NEVER:

- WORK OFF CAMPUS unless you have the necessary authorization from an OIE student advisor (consult an OIE advisor for details);
- WORK ON CAMPUS more than 20 hours per week while school is in session;
  - Note that once you have completed or terminated your program, or have failed to maintain legal student status, you can no longer legally enter the US with DS-2019 form and the staff of OIE can no longer sign those forms.

Academic Calendar at CMU

While your visiting research period at CMU does not strictly need to follow the official CMU Academic Calendar, we recommend taking it into consideration when planning your stay. Ultimately, the exact timeline and duration of your research period are up to you and your co-advisors to decide based on what works best for your collaborative goals.

Transfers between Portugal and the U.S.

This section provides students a summary of important information on transfers between Carnegie Mellon University (CMU) and Portugal, regarding their FCT scholarship.

While pursuing their studies, students enrolled in the Affiliated Ph.D. program will receive a scholarship directly from Fundação para a Ciência e a Tecnologia (FCT). While at Carnegie Mellon University, the scholarship monthly stipend will be increased to the international amount according to the values established by FCT. In order to avoid disruptions of the payments, students are required to take some actions that are summarized below.

Reporting to the CMU Portugal Program

Students must inform the CMU Portugal Program about their plans well in advance, since the Program is carried out on the two continents and timely communication between all parties in the Program is a must.

You should notify the Coordination Office when you:

1. Arrive at the institution;
2. Submit documents for FCT scholarship;
3. Transfer to Carnegie Mellon or to a Portuguese Institution;
4. Make an emergency departure from the U.S. or Portugal;
5. Have a success story to share;
6. Have ideas and suggestions.

Also, share with us:

1. Any important academic problems;
2. Serious health issues;
3. Change in address within 10 days of making such a change.

Going to CMU

Due to Visa regulations, it's recommended for students to have a single 12 month-long visiting period to CMU. If the students wish to have a shorter visit, they must contact the CMU Portugal Program beforehand.

When going to CMU, students must:

1. Notify both CMU Portugal Offices via email to CMUPortugal@andrew.cmu.edu (CMU Portugal office at CMU) and info@cmuportugal.org (CMU Portugal office in Portugal). It is advised that this contact be made at least 4 months prior to the planned arrival date;

2. ACTIVATE their FCT scholarship international amount, by doing the following:

    a. Send a request via email the CMU Portugal coordination office at least 90 days before going to CMU (info@cmuportugal.org) with:

        i. the planned date of transfer;

        ii. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;

        iii. a short paragraph on the coursework and the research developed in the doctoral program;

        iv. A statement from each advisor by email describing their agreement with the transfer date including a short statement on the student's progress in the work plan;

        v. Submit a host declaration from CMU issued by the CMU Portugal office @ CMU and details your visiting period at CMU.

    b. If the activation and the renewal of the scholarship coincide, please submit the following documents together with the reactivation request:

i. An up-to-date declaration of the student's professional situation, this is a template document from FCT, you can contact the coordination office to provide you that document;

ii. A statement from both host institutions (CMU and Portuguese) on the student's work, including an evaluation of the student's activities (progress according to the approved work plan), and a recommendation on whether it is appropriate to renew the scholarship for one more year;

iii. Document issued by the Portuguese higher education institution where the student is pursuing the Ph.D. in which it is stated that the student is currently registered in the Ph.D. for the current academic year. Please note that you will need to have an active registration in your Ph.D. Program in Portugal while your FCT scholarship is active regardless of your location;

iv. Declaration of contributions to Portuguese social security (if applicable)[10].

3. After the confirmation by the Coordination office that all documents are in order, the request must be forwarded to FCT by the student on the website MyFCT. Please note that the advisors will receive an email from FCT inviting them to fill in their statement on MyFCT.Please notify the CMU Portugal Program (info@cmuportugal.org) once the request is approved by FCT, specifying the approval date.

Transferring back to the Portuguese Institution

When transferring back to the Portuguese Institution, students must inform the CMU Portugal Program coordination office (info@cmuportugal.org) at least 90 days before the transfer date by sending the following information:

1. Send a request via email to the CMU Portugal coordination office (info@cmuportugal.org) with::

[10] To obtain the declaration of contributions to social security please go to www.seg-social.pt and select "Conta-Corrente" in the menu "Serviços". Then go to "Pagamentos à Segurança Social" and select "Consultar a minha conta-corrente de Contribuições por trabalho independente e Seguro Social Voluntário". You can also obtain this declaration in any Social Security Office or Lojas de Cidadão.

1.1. the planned date of transfer;

1.2. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;

1.3. A short paragraph on the coursework and the research developed in the doctoral program;

1.4. Attached to this request, a statement from each advisor by email describing their agreement with the transfer date, including a short statement on the student's progress in the work plan.

FCT automatically updates the national amount so it is not required for the student to submit the documents on the website MyFCT.

2. If the activation and the renewal of the scholarship coincide, please submit the following documents together with the reactivation request in order to renew your scholarship:

2.1. An up-to-date declaration of the student's professional situation, this is a template document from FCT, you can contact the coordination office to provide you that document;

2.2. Submit with the request a statement from both host institutions (CMU and Portuguese) on the student's work, including an evaluation of the student's activities (progress according to the approved work plan), and a recommendation on whether it is appropriate to renew the scholarship for one more year;

2.3. Document issued by the Portuguese higher education where the student is pursuing the Ph.D. in which it is stated that the student is currently registered in the Ph.D. for the current academic year;

2.4. Declaration of contributions to Portuguese social security (if applicable)[11].

3. After we check that all information is in order, the request must be submitted to FCT by the student on the website MyFCT. Please note that the advisors will receive an email from FCT inviting them to fill in their statement on MyFCT.

[11] To obtain the declaration of contributions to social security please go to www.seg-social.pt and select "Conta-Corrente" in the menu "Serviços". Then go to "Pagamentos à Segurança Social" and select "Consultar a minha conta-corrente de Contribuições por trabalho independente e Seguro Social Voluntário". You can also obtain this declaration in any Social Security Office or Lojas de Cidadão.

4. Please notify the CMU Portugal Program (info@cmuportugal.org) once the request is approved by FCT, specifying the approval date.

Staying at a Portuguese Institution

A request to **RENEW** the FCT contract is required whenever the FCT scholarship is active for a period of 12 months. The contract is not renewed automatically. In this situation, the students are required to do the following:

1. Send a request via email to the CMU Portugal coordination office (info@cmuportugal.org) at least 90 days before the scholarship renewal date (info@cmuportugal.org), with:

    1.1. The expected month for the beginning of the renewal;

    1.2. The scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;

    1.3. A short paragraph on the coursework and the research developed in the doctoral program;

    And attach the following documents:

    1.4. A statement from each advisor by email describing their agreement with the renewal, including a short statement on the student's progress in the work plan;

    1.5. An up-to-date declaration of the student's professional situation, this is a template document from FCT, you can contact the coordination office to provide you that document;

    1.6. Submit with the request a statement from both host institutions (CMU and Portuguese) on the student's work, including an evaluation of the student's activities (progress according to the approved work plan), and a recommendation on whether it is appropriate to renew the scholarship for one more year;

    1.7. Document issued by the Portuguese higher education institution where the student is pursuing the Ph.D. in which it is stated that the student is currently registered in the Ph.D. for the current academic year;

1.8. Declaration of contributions to Portuguese social security (if applicable).[12]

2. After we check that all information is in order, the request must be submitted to FCT by the student on the website MyFCT. Please note that the advisors will receive an email from FCT inviting them to fill in their statement on MyFCT.

3. Please notify the CMU Portugal Program (info@cmuportugal.org) once the request is approved by FCT, specifying the approval date.

Good Practice for Acknowledging FCT and the CMU Portugal Program

Beneficiaries of Ph.D. scholarships funded through FCT under the CMU Portugal Program should explicitly acknowledge their financial support. This must be ensured across all communication, dissemination and acknowledgement texts (e.g.: in scientific papers; communications) and visual marks (e.g.: banners in posters, presentations, brochures, videos or animations).

Visual Mark – integrated logo banner

Beneficiaries are encouraged to use the mandatory logos of FCT, acting as funder, and CMU Portugal under which the scholarship is being supported. The scale and dimension of FCT and the CMU Portugal logos must be proportionate to other mandatory logos, i.e., must have a similar scale and dimension. Visual mark (logo banner) should be used in written reports, posters, scientific presentations, press releases, videos and animations, and similar materials.

CMU Portugal and FCT logos and guidelines are available for download here and here respectively.

[12] To obtain the declaration of contributions to social security please go to www.seg-social.pt and select "Conta-Corrente" in the menu "Serviços". Then go to "Pagamentos à Segurança Social" and select "Consultar a minha conta-corrente de Contribuições por trabalho independente e Seguro Social Voluntário". You can also obtain this declaration in any Social Security Office or Lojas de Cidadão.

Please e-mail us at info@cmuportugal.org if any doubts arise on the use of the logo or if further information is required.

Example of acknowledgement text to use in scientific papers, written communications, IPR applications and communication products such as press releases, news articles, a project's official webpage, and in communication products such as tv or radio spots, recognizing FCT and CMU Portugal:

[EN] This work was supported by FCT - Fundação para a Ciência e Tecnologia, I.P. through the Carnegie Mellon Portugal Program, by scholarship reference <insert reference FCT SFRH / BD / xxxxxx / 20xx> and DOI identifier <insert DOI URL>.

[PT] Este trabalho é financiado pela FCT - Fundação para a Ciência e Tecnologia, I.P., através do Programa Carnegie Mellon Portugal, no âmbito da bolsa (inserir referência da bolsa FCT SFRH / BD / xxxxxx / 20xx) e DOI <inserir URL do DOI>.

Example of Poster with the integrated logo banner at the bottom:



Fundação para a Ciência e a Tecnologia

The CMU Portugal Program works closely with his students to disclose all initiatives, activities, or other interesting news related to their Ph.D. experience. Whenever you have a topic or achievement (award, paper, participation in a relevant Conference) that could be of interest to share among the CMU Portugal Program community please send it to: info@cmuportugal.org.

We also invite you to follow us on social media at: Facebook | X | LinkedIn| Instagram | Youtube

Resources

OIE - Office of International Education at Carnegie Mellon University

Office of International Education
Carnegie Mellon University
5000 Forbes Avenue Cyert Hall, First Floor Atrium
Pittsburgh, PA 15213

CMU Graduate Student Handbook Suite

While this guide is specific to the CMU Portugal Program, it is just one element of the Graduate Student Handbook Suite. There are several other resources within the suite that you should consult when needed:

Your College's Handbook
University-Wide Graduate Student Handbook (Office of Graduate & Postdoctoral Affairs)
The Word Student Handbook

Cultural Organizations in Pittsburgh

GLOBAL PITTSBURGH is an organization which brings together international residents and visitors temporarily living, studying and working in the Pittsburgh region.

Governmental Agencies in Portugal

- AIMA - Agência para a Integração Migrações e Asilo
- Loja do Cidadão
- Embassies in Portugal

Where to Learn Portuguese?

It is common for universities to have Portuguese courses for foreign students throughout the academic year. Students can obtain more information at the international office support of their Portuguese institution.

Courses of Portuguese Language for Foreigners

- University of Porto
- University of Coimbra
- University of Lisbon
- University of Aveiro
- University of Minho