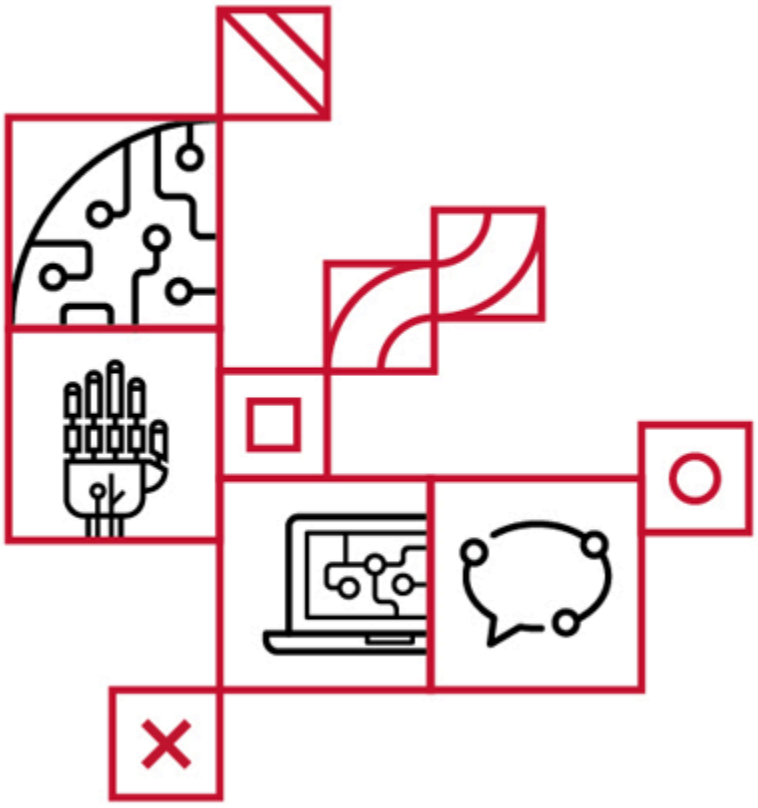
Dual Degree
Ph.D. Programs

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

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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.

While this handbook is specific to your academic experience with CMU Portugal, it is just one element of the Graduate Student Handbook Suite. There are several other Carnegie Mellon University resources within the suite that you should consult when needed:

- Your Program Handbook
- Your College's Handbook [if your college has one]
- University-Wide Student Handbook (Office of Graduate & Postdoctoral Affairs)

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,

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About the Carnegie Mellon Portugal Program

CMU Portugal Mission

> **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, a key initiative of the Carnegie Mellon Portugal Program is the dual degree Ph. D. programs.

Our Ph.D. Programs are structured so that students gain experience both at Carnegie Mellon University and at the Portuguese host institution. Throughout their tenure, students maintain FULL status both at Carnegie Mellon and at the partner university in Portugal. Upon completion of their program, all students will have fulfilled all degree requirements for both institutions and will be granted full degrees from both institutions. With dual, international graduate credentials, graduates are well poised to build successful careers.

PhD Programs

The CMU Portugal Program offers dual degree Ph.D. programs in selected cutting-edge areas of ICT.

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. Graduates of the program receive dual degrees conferred by Carnegie Mellon University and by the affiliated Portuguese University.

The expected duration of the program is five years (full-time). Scholarships are available to qualified candidates. These scholarships award a monthly stipend and cover tuition fees in Portugal and at CMU. By enrolling in a dual degree 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.

Below is a list of the doctoral programs currently available under the CMU Portugal Program:

- Ph.D. in Cognitive Neuroscience
- Ph.D. in Computer Science
- Ph.D. in Electrical and Computer Engineering
- Ph.D. in Engineering and Public Policy
- Ph.D. in Human- Computer Interaction
- Ph.D. in Languages Technologies
- Ph.D. in Machine Learning
- Ph.D in Neural Computation
- Ph.D. in Robotics
- Ph.D. in Societal Computing
- Ph.D. in Software Engineering

Guidelines for Co-Supervision

Students enrolled in the dual degree Carnegie Mellon Portugal Program will be guided during their studies by two advisors (one at Carnegie Mellon and one at the Portuguese university). Students will carry out their research and coursework on both locations, in distinct periods defined by the time plan.

Therefore, students and advisors must make a yearly Work Plan after the acceptance of admission in the Carnegie Mellon Portugal Program. The Work Plan should include preliminary research topics, host institutions, and tentative dates, 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) as well as refer to your specific department's Handbook.

Individual Development Plan (IDP)

Individual Development Plans (IDPs) are meant to promote professional and personal growth by formally documenting goals and facilitating dialogue, collaboration, and accountability between advisors and advisees. Carnegie Mellon has developed a set of

templates that can be used by doctoral students and their advisors to create an Individual Development Plan. You can find the templates here.

Doctoral Degree Requirements

Please review the applicable Ph.D. Program page for the specific requirements of the program that you are enrolled in, as requirements may vary from CMU department or/and University in Portugal. You may also refer to your CMU department's handbook below.

CMU Department Handbooks

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

Students should refer to the individual Ph.D. program page and handbook for detailed information on Course Requirements, Qualifying Exam (when applicable), Research and Writing Requirements, Teaching Requirements, and more.

Timeline and Residency Requirements

CMU Portugal students are required to spend three (3) years in Portugal and up to two (2) years at Carnegie Mellon University.

When at Carnegie Mellon University: U.S. government regulations require F-1 and J-1 international students to be enrolled in an in-person degree program, with in-person expectation coursework.

Research

Students involved in the Carnegie Mellon Portugal Program are expected to carry out their research at CMU and in Portugal while hosted in a research centre. They are expected to engage in a wide range of research projects. Throughout our various graduate programs, student and faculty research is a key component to Carnegie Mellon Portugal Program's academic strengths.

Thesis Proposal

The thesis proposal is presented to a Thesis Committee, for review and recommendations. This presentation can be held at CMU or the Portuguese partner University, as agreed on a case by case basis. The thesis committee should be approved by both Universities. Please refer to your specific Program requirements.

Defense of Dissertation

Involves delivery of a dissertation deliberately written for the purpose, its corresponding discussion, and approval. The dissertation will be defended in a public oral examination, at CMU or at the Portuguese partner University, as agreed on a case by case basis. All formal acts related with the dissertation such as the jury of the dissertation, together with the thesis format, and other additional elements, if required, should be approved by both Universities. Please refer to your specific Program requirements.

Your Scholarship & Other Funding

While pursuing their studies in Portugal, students enrolled in the dual degree Ph.D. program will receive a scholarship directly from Fundação para a Ciência e a Tecnologia (FCT). While at Carnegie Mellon University, students will receive funding from the CMU

Portugal Program at CMU through the home department of the Ph.D. Program in which they are enrolled.

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.

Activating the FCT Scholarship

Documents Required

- CMU Portugal student information online form;
- FCT form with personal information;
- Passport (EU citizens, third states citizens) / Citizen Card (Portuguese citizens);
- Document with the fiscal number in Portugal – NIF. The 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;
- Document with Portuguese social security number – NISS (Optional) - only applicable if student already made contributions to the social security regime in Portugal;
- Document with a bank account number identification (IBAN) and the name of the bank in Portugal - 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. More information on section "Arriving in Portugal" ;
- 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 and final classifications

converted to the Portuguese scale. 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 or in a Portuguese public higher education institution (e.g. University);

- Work Plan. 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".*

- Declaration of Admission in the Ph.D. Program from the Portuguese University. The CMU Portugal coordination office will inform your host university in Portugal of your admission in the Program and will request that a letter of admission should be sent to you;

- Declaration of Registration in the Ph.D. Program from the Portuguese University. Please note that regardless of your starting location, you should always maintain an active registration in the Portuguese University during your Ph.D. Program. After having received the letter of admission from the Portuguese host institution you should register in that institution. At this point, we recommend you to contact your degree awarding institution graduation office to understand what are the documents required and how/when can you register since they vary from institution in Portugal.

- Declaration of acceptance from the Portuguese host research institution;

- Letter of Admission from Carnegie Mellon University;

- Document signed by each advisor stating that they agree to take responsibility for supervising the student´s Ph.D. work;

- Student's CV;

- Student and supervisors' Ciência ID. 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;

- Document signed by the student stating their professional working status during the scholarship period;

- 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:

- 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);
- Document that states the professional activities that you intend to maintain during your scholarship. 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.

Additional information on your scholarship can be found below:

- FCT Scholarship Amount - the exact amount you will be receiving during your studies ("BD - Bolsa de Doutoramento" is the Ph. D. scholarship);
- FCT Regulations - for Research Studentships and Fellowships;
- 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. Although students might change locations several times during their studies, these predetermined 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 before the contract is suspended, we advise students to submit the request for the allowances together with the suspension request.

Important Note: If a student is starting the program at Carnegie Mellon University, which means the contract with FCT has not been signed yet, the student will not be able to receive these subsidies. In this case, the request can be submitted when the student returns to Portugal or to Carnegie Mellon University to pursue their studies, justifying it

was not possible to do so before. Please contact the Student Support Officer (info@cmuportugal.org) for more information.

Please read Transfers between Portugal and US for additional 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 may last up to 6 months, and a monthly allowance of up to 750€ 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:

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

Note: Any research visit to Carnegie Mellon University must be undertaken in compliance with U.S. federal immigration regulations and the student status at Carnegie Mellon.

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.

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.

When located at Carnegie Mellon University, international students are required to consult with the Office of International Education for eligibility for work authorization before starting or seeking an internship/co-op or consulting opportunity. International students will benefit from proactively reviewing OIE guidance regarding off-campus work authorization. Off-campus work authorization processing times can take several weeks or months, and international students will benefit from starting the off-campus work authorization process as early as possible.

Other Sources of Funding

Work of the student receiving the FCT scholarship is under the regime of exclusive dedication, and they cannot accumulate it with any other grant, subsidy or paid work.

However, there are some exceptions, and for more information please review FCT's regulations in the Your Scholarship section of this guide.

Suspension

According to FCT, aside from CMU Portugal students with an active scholarship transferring to CMU, students may also suspend their 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 certificates - the student has 3 years to submit the certificates, from CMU and the Portuguese university, 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

Financial Arrangements

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 (AIMA) 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 social services 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.

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 Dual Degree 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 will 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 traveling 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).

Arriving in Portugal

This checklist will help you prioritize upon your arrival in Portugal.

- ☐ If entering by car in Portugal, you must notify Portuguese authorities (AIMA) about your arrival. It is important to highlight 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 into the country. After this three-day-period, there will be a fine;
- ☐ Notify your advisor and the CMU Portugal office of your arrival;
- ☐ Register (if it is your first Ph.D. year) or renew your registration at your Portuguese University;
- ☐ Locate permanent housing (see Housing Arrangements in Portugal)
- ☐ 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[1]:
  - ☐ Your passport and one other document that establishes your age and identity
  - ☐ Your Portuguese address[2]
- ☐ Open a bank account (IBAN). To obtain a bank account, you must appear in person at a bank office nearest your host institution, and take the following documents with you[3]:
  - ☐ Your NIF number
  - ☐ Your passport

[1] 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

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

[3] 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.

- ☐ Contract from Carnegie Mellon Portugal Program or letter of admission
- ☐ Your Portuguese address

☐ Obtain gas, electricity, water and telephone services;
☐ 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.

Request or Renew a Residency 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 residency 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.

During the academic year there some breaks or holidays when classes are not being taught:

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

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

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

Studying in Pittsburgh | CMU

Traveling to the U.S.

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. federal immigration regulations and processes.

Applying for a U.S. Visa

As soon as students have determined their period at CMU, students should contact their CMU home department to prepare for or initiate the visa process. Students are encouraged to notify their CMU department as early as possible of their planned period at CMU. Students should also carefully review Carnegie Mellon University's Office of International Education's (OIE) website for Pre-Arrival Instructions & Information when preparing to apply for the U.S. visa.

Get your I-20 (for F-1 status) or DS-2019 (for J-1 status) and pay the SEVIS Fee

Once you have received your Andrew User ID and have your financial documents prepared, you will submit the New Student Initial Document Request E-Form via the MyOIE Portal in order to receive a Certificate of Eligibility (I-20 or DS-2019) from Carnegie Mellon.

OIE will prepare your immigration document, which is your Certificate of Eligibility (I-20 or DS-2019), after receiving your financial support documents and New Student Initial Document Request E-Form, as well as confirmation of enrollment from the admitting academic department (graduate students). You will need to pay the Student and Exchange Visitor Program (SEVIS) fee in order to obtain a student visa, enter the U.S. in student status or change to student status. You will use the Carnegie Mellon I-20 or DS-2019 to apply for an entry visa at a U.S. Embassy or Consulate that is closest to your place of

residence. When applying at the embassy or consulate (and when at the U.S. Port of Entry), be prepared to present proof of your financial support and to discuss your future intent to return to your home country after your program completion.

Apply for the 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. The I-20 (for F-1 status) or 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. You should use the Carnegie Mellon Form I-20 or DS-2019 to apply for an entry visa at a U.S. Embassy or Consulate that is closest to your place of residence. When applying at the Embassy or Consulate (and when at the U.S. Port of Entry), be prepared to present proof of your financial support and to discuss your future intent to return to your home country (i.e., proof of property, family and/or job or job opportunity in your home country) after your program completion.

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.

Under the Department of Homeland Security (DHS) rules replacing Duration of Status (D/S) with a fixed admission period, students are admitted until a specific Admit Until Date (AUD) on their I-94 rather than for an open-ended duration. If you require additional time in the U.S. beyond the fixed end date printed on your I-94 to finish the program, updating your I-20 or DS-2019 through OIE is no longer sufficient on its own, you must also file a formal Extension of Stay application. For more information please review the section New Fixed Admission Period.

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
- Off-Campus Resources
- CMU Portugal Visitor Guide

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. Visit CMU's Summer Guest Housing website for more information.

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.

Carnegie Mellon University requires all graduate students to enroll in the University's health insurance program unless covered as a dependent elsewhere, in which case an insurance waiver must be completed. Visit Student Health Services for more information.

Please refer to your specific Program regarding Carnegie Mellon University's Student Health Insurance Plan (SHIP) financial support for your individual coverage under SHIP. While you will have the opportunity to purchase partner, spouse or dependent coverage under the SHIP plan, the University's support will be limited to the individual coverage

amount. Please note that if you wish to elect the required health insurance coverage under an alternate plan, you will not be eligible for the University support referenced here. In order to be eligible for the financial support, you must enroll in the SHIP. Any questions regarding health insurance payments can be addressed to the HUB.

For more information on Health Insurance and Immunization for students visit CMU University Health Services.

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.

This checklist will help you prioritize upon your arrival in the U.S.:

- ☐ Review the Office of Graduate and Postdoctoral Affairs Pre-Arrival Webinar Series;
- ☐ Secure transitional housing (if necessary);
- ☐ Attend Graduate Student Orientation. You will receive essential information and assistance in getting settled. Orientation is a rare opportunity to meet students from across campus and around the world. It's also an opportunity to meet staff from a variety of Carnegie Mellon offices.If you arrive later than the main orientation program deadline, you must inform the Office of International Education by emailing oie@andrew.cmu.edu.
- ☐ Register and Attend the Mandatory International Student Orientation and SEVIS Registration program with CMU's OIE.
    - ☐ Immigration check-in must be completed by the first day of classes to maintain your legal nonimmigrant status in the U.S.!

- ☐ Report to your academic department and complete registration procedures. Your department may have other tasks for you and should also be able to give your student ID number and email user ID, if available;

- ☐ Get your student ID card. Distribution processes vary by department. To confirm your department's distribution plan, you can contact your department after August 1 for instructions and details. If your department will be distributing ID cards with The HUB, please bring a form of government ID, such as a passport.

- ☐ Find off-campus housing. If you arrive early, be sure to visit the Housing Services on the second floor of Residence on fifth, tel: (+1) 412-268-2139;

- ☐ Open a 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 - *PNC also 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.*
        - Chase Bank
        - Citizens Bank
        - Dollar Bank

- ☐ Health insurance. Please contact your home departments at Carnegie Mellon University regarding the health insurance issues;

- ☐ Apply for a Social Security Number (SSN) if you will be employed on campus. A Social Security Number is a number used for tax purposes that are required for employment in the US. You must have an offer of employment to be eligible to apply for an SSN. You can learn more about working on campus under the Employment section of the OIE website.

- ☐ Most international students and scholars living in the United States are required to file at least one tax form. As U.S. tax laws are very complex, CMU's Office of International Education has assembled helpful information and resources for

international students, scholars and dependents to assist them through tax season. Please visit this page for further information.

For more information, please contact the Office of International Education at Carnegie Mellon University.

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 to maintain legal status.

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
I-20	CMU Office of International	Certifies eligibility for **F-1** student status and	Requires a valid physical signature; must be kept up

	Education (OIE) *(Digital / Printed PDF)*	tracks program duration and funding.	to date with full-time enrollment and current CMU program details.
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).*

I-20 or 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 I-20 or DS-2019.
- Be registered as a full-time student (at least 36 units or ABD units for doctoral students). You cannot drop below this except under specific circumstances which must be authorized in advance by an OIE advisor.
- Keep your Certificate of Eligibility (I-20 or DS-2019 form) valid at all times.
- 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. Students on post-completion work authorization should email address updates directly to the Office of International Education.

- 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.
- Maintain valid health insurance coverage. For students in F-1 status, this is a CMU requirement.

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;
- Take a leave of absence, withdraw from classes, or drop below 36 units without receiving advance permission from the Office of International Education.
    - 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 your I-20 or DS-2019 form and the staff of OIE can no longer sign those forms.

Extension of Stay (EOS) Application

Under the Department of Homeland Security (DHS) rules replacing Duration of Status (D/S) with a fixed admission period, students are admitted until a specific Admit Until Date (AUD) on their I-94 rather than for an open-ended duration. If you require additional time in the U.S. beyond the fixed end date printed on your I-94 to finish the program, updating your I-20 or DS-2019 through OIE is no longer sufficient on its own, you must also file a formal Extension of Stay application. For more information please review the OIE FAQ page.

Full Course of Study

To comply with immigration regulations, foreign students must meet certain course delivery modality and course load requirements throughout their time at Carnegie Mellon. Students in F or J status must register for and complete a full course of study during each fall and spring semester in which they are enrolled. Students must check with their

academic programs to confirm if full-time enrollment is required in the summer semester or if summer is considered a vacation semester.

- Review carefully the immigration regulations and consult with the OIE prior to making any changes to the academic program or degree, or reducing course load.

Academic Calendar at CMU

The Academic Calendar provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more. Transfers to CMU should be scheduled in accordance with the CMU academic calendar.

CMU Course Registration

Please reference the home department handbooks below for specifics. Courses taken at CMU will follow the home department's standard practice for registration and enrollment. Courses taken while in Portugal that students would like to transfer for CMU course equivalencies must follow the CMU home department's standard credit transfer process and limit in order to count toward the CMU degree. To correctly reflect research work completed in Portugal, credit from the Portugal institution will be transferred to CMU. The transfer credit at CMU will reflect "Reading & Research" units, which reflects that students are conducting research in Portugal. At the end of each semester spent in Portugal we will coordinate with you, CMU's University Registrar's Office (URO), and your Portugal institution to request a copy of your Portugal transcript and transfer your credit to CMU. All Portugal institution credit will be applied with a TR grade on the student's official CMU transcript.

University-Wide Student Handbooks

While this guide is specific to the CMU Portugal Program, CMU 's Office of Graduate and Postdoctoral Affairs offers a University-Wide Student Handbook. Visit their Resources page, and scroll down to the Graduate Student Handbook Suite section for more information.

CMU Policies and Procedures

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

- Academic Integrity Policy
- University Policies Website
- Office of Graduate and Postdoc Affairs
- Graduate Student Appeal and Grievance Procedures

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, in particular regarding their FCT scholarship.

While staying in Portugal, all students receive a scholarship from FCT. However, during the periods of study in the U.S., financial support is provided through the CMU Portugal office at CMU. To avoid disruptions of the payments, students are required to take the actions 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.

Starting or transferring your Ph.D. to CMU

- Starting your Ph.D. Program at CMU

If you are starting your Ph.D. at CMU, your FCT Scholarship will remain inactive, therefore, there is no action required from you with FCT which will issue a declaration stating your FCT scholarship awarding. Please note that despite not starting your Ph.D. studies in Portugal, you will need to have an active registration in your Ph.D. Program in Portugal, which needs to remain active during your Ph.D., together with your registration at CMU, and regardless of your location. Please contact the academic services of your home University in Portugal to activate your registration.

- Transferring to CMU

For students who are pursuing the Ph.D. in Portugal, and when going to CMU, they must SUSPEND their FCT scholarship, by doing the following:

1. Send a request via email to suspend the scholarship to the CMU Portugal coordination office at least 90 days before going to CMU (info@cmuportugal.org) with:
    - the planned date of transfer;
    - the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;

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

2. After we check 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 the MyFCT website.

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

Important:

- If you are not a U.S. national or don´t the required visa, please ensure that you have read the section "Applying for a U.S. visa" for more information on how to apply for the F-1 visa
- Also, remember that you will need to maintain an active registration in your Ph.D. Program at CMU and Portugal, which needs to remain active during your Ph.D., regardless of your location.

Transferring to a Portuguese Institution

When transferring to a Portuguese Institution, students must REACTIVATE their FCT scholarship, by doing the following:

1. Send a request via email to reactivate the scholarship to to the CMU Portugal coordination office at least **90 days before transfer date** (info@cmuportugal.org) with:
    - the planned date of transfer;

- the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract (in case the student has previously been in a Portuguese institution, with scholarship support);

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

- Attached to this request, a statement from each advisor by email describing their agreement with the transfer date (and renewal if applicable, please see section 2 below), including a short statement on the student's progress in the work plan.

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

    - An up-to-date declaration of the student's professional situation, including the nature of the employment relationship, position and annual average teaching hours (if applicable), replaceable by a statement under oath (affidavit), in case there is no professional or provision of services activity - there is a template document from FCT, you can contact the coordination office so we can provide you that document;

    - A statement from the host institution 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;

    - 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;

    - Declaration of contributions to Portuguese social security (in case the student is making those contributions).[4]

[4] 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.

3. After we check 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.

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

Important:

- If you are not a Portuguese national or don't have the required visa/ residence permit, please ensure that you have read the section "Visa and Entering Portugal" for more information on how to apply for the F-1 visa
- Also, remember that you will need to maintain an active registration in your Ph.D. Program at CMU and Portugal, which needs to remain active during your Ph.D., regardless of your location

Staying at a Portuguese University

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

1. Send an email to the CMU Portugal coordination office (info@cmuportugal.org) **at least 90 days before** the scholarship renewal date, with:
    - The expected month for beginning of renewal;
    - the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
    - a short paragraph on the coursework and the research developed in the doctoral program;

And attach to the request the following documents:

- 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;An up-to-date declaration of the student's professional situation, including the nature of the employment relationship, position and annual average teaching hours (if applicable), replaceable by a statement under oath (affidavit), in the case of no professional or provision of services activity - there is a template document from FCT, you can contact the coordination office so we can provide you that document;

- Submit with the request a statement from the host institution 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;

- 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;

- Declaration of contributions to Portuguese social security (in case the student is making those contributions).[5]

2. After we check 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 FTC 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.

Important:

- If you are not a Portuguese national and if it applies, please don´t forget to renew your residence permit. More information on the "Visa and Entering Portugal" section.

[5] 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.

- Also, remember that you will need to maintain an active registration in your Ph.D. Program at CMU and Portugal, which needs to remain active during your Ph.D., regardless of your location

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

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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:



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.

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Resources

OIE - Office of International Education at Carnegie Mellon University

Office of International Education
Carnegie Mellon University
Cyert Hall, First Floor Atrium
5000 Forbes Ave, Pittsburgh, PA, 15213
412-268-5231

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:

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