

Faculty Exchange Guidelines

Carnegie Mellon University

- 1. Six months to one year prior to anticipated arrival:**
 - A. Develop relationship with key Carnegie Mellon University faculty, program coordinator and/or principle investigator
 - B. Determine the department that will serve as host
 - C. Semester Start Dates:
 1. Fall Semester, August 29, 2011
 2. Spring Semester, January 16, 2012

- 2. Five to six months prior to anticipated arrival:**
 - A. Apply for the faculty exchange program at the ICTI@Portugal Office by submitting:
 1. Curriculum Vitae (C.V.)
 2. Leave of absence (written authorization from home department/institution)
 3. Completed Faculty Exchange application form which is available at the ICTI website: <http://www.cmuportugal.org/tiercontent.aspx?id=1970>) including:
 - a. Personal Information;
 - b. Period of visit;
 - c. Hosting department (Indicate the name of the people you will work with);
 - d. Detailed Work Plan (Activities and Objectives).
 - B. Submit all documents by email to the Carnegie Mellon Portugal Program, ICTI@Portugal, National Director João Barros (jbarros@cmuportugal.org)

- 3. Four months prior to anticipated arrival:**
 - A. Carnegie Mellon University host department will provide a letter of invitation to the prospective visiting professor
 - B. Carnegie Mellon University host department develop a plan to provide support to visiting faculty (i.e., identify faculty collaboration and research group, work space, computer and network access, Carnegie Mellon University ID, etc.)
 - C. The host department's Foreign Scholar Coordinator will contact the prospective visiting professor to gather necessary information (i.e., financial support evidence,

personal/family information, prior immigration visa status, etc.)

4. Three months prior to anticipated arrival:

A. The host department must provide the prospective visitor's complete information to the Carnegie Mellon University Office of International Education (OIE) no later than 60 days in advance of the anticipated arrival to allow for document processing.

1. OIE will enter the visitor's information into **SEVIS** and issue the **DS-2019** document. The DS-2019 will enable the prospective visitor to apply for a J-1 non-immigrant visa at the U.S. Embassy or Consulate. OIE website: <http://www.studentaffairs.cmu.edu/oie/>
2. **Note: 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.
3. **Note: The DS-2019** acknowledges that the University has invited the scholar to visit the institution, has authorized the visit, and supports the application for J-1 status. The DS-2019 is not a visa and a scholar 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.

B. OIE will process prospective visitors information to issue appropriate visa documents

5. Six to eight weeks prior to anticipated arrival:

A. OIE will mail the DS-2019 document to the prospective visitor

B. Upon receipt of the DS-2019 the prospective visitor must:

1. Log onto the SEVIS web page to register and pay fee (US \$180) using credit card. Remember to print out and keep receipt
2. Go to U.S. Embassy web page http://portugal.usembassy.gov/non-immigrant_visas.html
3. Follow the on-line instructions to complete the visa application forms including:
 - a. DS-156
 - b. DS-157 (limited to male applicants between the ages of 16-45)
 - c. DS-158

C. Make an Appointment at the U.S. Embassy

D. Note: Visa processing times vary greatly. Some scholars may be subjected to security and background clearances which can add months to the process. Scholars should check with the nearest U.S. Embassy or Consulate and/or visit:

- a. <http://usembassy.state.gov/> and
- b. http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php

6. Five to seven weeks prior to anticipated arrival

- A. Prior to Visa Application Appointment at the Embassy:
- B. Obtain a 5cm by 5cm passport-type photograph taken within the past six months against a white background
- C. Pay a second Non-refundable application fee of Euro equivalent to US\$131 at any branch of millennium bank. This fee is non-refundable even if your visa application is denied. For the location closest to the Embassy, go to:
<http://portugal.usembassy.gov/root/pdfs/millennium.pdf>
- D. Gather the required documents:
 - 1. Passport valid for at least six months beyond the intended stay in the United States containing at least two blank pages
 - 2. Original DS-2019
 - 3. SEVIS Fee print out receipt
 - 4. Millennium-BCP visa application fee receipt
 - 5. All previous U.S. visas, even if expired
 - 6. Your appointment confirmation sheet
 - 7. A 5cm by 5cm passport-type photograph taken within the past six months against a white background
 - 8. Proof of health insurance
 - 9. Information regarding your financial solvency and ties to your country of residence. This may include documents regarding current employment, tax statement, property ownership, legal status in Portugal, and other documents that demonstrate strong familial, social, and economic ties to Portugal
 - 10. Information regarding the purpose of your trip or additional information that is relevant to your application including proof of financial support

7. On the Day of your Visa Application Appointment at the Embassy:

- A. Bring EXACT amount of CASH to Embassy appointment to pay REQUIRED POSTAGE FEE
 - 1. Note: Visa applicants will have their passports returned to an address in Portugal by a courier service, CTT, contracted to the U.S. Embassy. Please bring with you the correct amount of cash for Postage Fee as shown below: Price for Urgent service (within 1 week) to Portugal Mainland: €10.00 or to Azores and Madeira: €20.00. Price for Fast Service (1+ week): to Portugal Mainland: €7.00 or to Azores and Madeira: €11.00.
 - 2. Note: Visa applicants who have been notified that they are required to submit additional documents in order for the application to be processed will be required to arrange with the courier service for the delivery of their documents from the Embassy.
- B. Arrive Early, although you will have an appointed time, applicants are given a number upon arrival and names are called on a "first come, first serve" basis

- C. Listen carefully to the names as they are called by the American embassy personnel -- pronunciation is not always accurate
 - D. Bring reading materials
 - E. Be patient and expect a two-hour wait.
- 8. Upon arrival at CMU:**
- A. Arrive at Carnegie Mellon University in time for the classes
 - 1. Fall Semester begins on August 29, 2011
 - 2. Spring Semester begins January 16, 2012
 - B. Meet your host department head, faculty and key staff.
 - C. Check in with the OIE so that they may notify SEVIS that you have arrived at your intended destination (this is mandatory.)
 - D. Attend an OIE International Visitor Orientation Session
 - E. Through your host department obtain a Carnegie Mellon University ID via the Card Office at <http://www.cmu.edu/idplus/index.html> and Carnegie Mellon University IT Guest Privileges via Computing Services www.cmu.edu/computing/accounts/types/visitors/network.html
 - F. Obtain office space with host department
 - G. Inform ICTI office of your arrival: Lori Spears by email spears@andrew.cmu.edu or via phone 412-268-1494