Student Guide
2018-2019
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 any additional questions that are not answered by this handbook, please contact us.

We are here to help.

Please check also our FAQ page.
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1. 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 at your disposal. Please do not hesitate to contact us with questions, suggestions and ideas.

Very best wishes,

Nuno Nunes
Rodrigo Rodrigues

National Directors at Portugal

José M. F. Moura

Director at Carnegie Mellon University
## 2. Contacts

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<tr>
<th><strong>ICTI @ Carnegie Mellon University</strong></th>
<th><strong>ICTI @ Portugal</strong></th>
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<tbody>
<tr>
<td><strong>Director of ICTI</strong></td>
<td><strong>National Directors</strong></td>
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| **Associate Director**               | **Executive Director** |
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*New scientific directors will be appointed for 2018/2019*

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<thead>
<tr>
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<th>@ Portugal</th>
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<tr>
<td>Area Coordinator</td>
<td>Scientific Director</td>
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<tr>
<td>Peter Steenkiste</td>
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| Scientific Director          | João Paulo Costeira |
|                              | Associate Professor |
|                              | Instituto Superior Técnico |
|                              | Universidade de Lisboa |

| Scientific Director          | João Paulo Cunha |
|                              | Associate Professor (with "Agregação") |
|                              | Faculdade de Engenharia |
|                              | Universidade do Porto |

| Scientific Director          | José Miguel Urbano |
|                              | Full Professor |
|                              | Faculdade de Ciências e Tecnologia |
|                              | Universidade de Coimbra |

| Scientific Director          | Luís Caires |
|                              | Full Professor |
|                              | Computer Science Department and Centre for Informatics and Information Technology |
|                              | Universidade Nova de Lisboa |

| Scientific Director          | Paulo Marques |
|                              | CTO |
|                              | Feedzai |
3. **About the Carnegie Mellon Portugal Program**

The mission of the Carnegie Mellon Portugal Program is to place Portugal at the forefront of innovation in key focused areas of information and communications technologies by means of cutting-edge research, world-class graduate education and a close connection with the Portuguese industry.

To achieve this goal, the Carnegie Mellon Portugal Program offers world-class dual degree Ph. D. and Professional Masters programs. Each link below brings up a page that provides an overview of that particular program, and a link to that program’s home page. Prospective students apply directly to the program they are interested in. The intellectual focus and theme of the Carnegie Mellon Portugal partnership is Information and Communication Technologies (ICT).

Our Professional Master and Ph.D. Programs are structured so that students gain experience both at Carnegie Mellon and at the respective campuses in Portugal. 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.
3.1. MASTER PROGRAMS

The Carnegie Mellon Portugal Program offers, supported by the Foundation for Science and Technology (FCT), some of the top Dual Degree Master Programs in ICT. Upon program completion, students receive a dual degree from Carnegie Mellon and the partner university in Portugal.
3.2. Ph. D. Programs

The CMU Portugal Program offers top 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 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 with an overview and description of each:

- **Carnegie Mellon Portugal**
  - Mechanical Engineering

- **Carnegie Mellon Portugal**
  - Applied Mathematics

- **Carnegie Mellon Portugal**
  - Computer Science

- **Carnegie Mellon Portugal**
  - Electrical & Computer Engineering

- **Carnegie Mellon Portugal**
  - Engineering & Public Policy

- **Carnegie Mellon Portugal**
  - Language Technology

- **Carnegie Mellon Portugal**
  - Robotics

- **Carnegie Mellon Portugal**
  - Software Engineering

- **Carnegie Mellon Portugal**
  - Mechanical Engineering
4. Your Scholarship

Only the students enrolled in the dual degree Ph. D. program while staying in Portugal will be receiving a scholarship directly from Fundação para a Ciência e a Tecnologia (http://www.fct.pt). While pursuing their studies in Portugal students will receive the FCT funding through their home departments. While at Carnegie Mellon University, students will be receiving a scholarship directly from the home department for the program in which they are enrolled.

4.1. PROCESS TO OBTAIN THE FCT SCHOLARSHIP

To process the fellowship, the FCT requires the following documents:

1. Curriculum Vitae;
2. Academic diploma that certifies graduation: official certified copy of the certificate and transcript of records;
3. Copy of the Passport / Citizen Card;
4. Document with the fiscal number in Portugal - NIF;
5. Document with a bank account number identification (NIB) and the name of the bank in Portugal;
6. Address in Portugal;
7. Letter of Admission from Carnegie Mellon (original document);
8. Letter of Admission from the Portuguese University (original document);
9. Work Plan (mentioning the preliminary research topic, host institutions, and tentative timeline mentioning the started location, all signed by the student and by the advisors). Please note that this document should have three signatures (student + advisor CMU + advisor PT). Two of the signatures must be original signatures (student+advisor). The third signature can be a scanned version. In case you do not already have two advisors, please contact your advisor and coordinator of your doctoral program to help you find one as soon as possible;
10. Curriculum Vitae of both advisors, including list of publications and scientific achievements;
11. Document signed by the advisors stating that they agree to take responsibility for supervising students Ph.D. work (original document with the original signatures);
12. Document signed by the student stating that he/she agrees to carry out Ph.D. work in the XY institutions (original document);
13. Document signed by the student stating his/her professional working status during the scholarship period (original document);
14. FCT form: Students need to complete the FCT form (in English), print it and send it after signing.
15. FCTSIG key: it is your registration in the FCT system as a researcher

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1 Please send one copy for each degree that you have
2 Foreign students must send this within three days upon arrival in Portugal
3 Foreign students are expected to open a bank account in Portugal within three days upon arrival in Portugal and to send this information
4 In order to conduct research and higher education activities in Portugal if you are a citizen of neither Portugal nor the European Union you will need to present a Permanent Residence Permit or a Residence Permit (issued by SEF), or a declaration that states that your country has a specific Reciprocal Agreement with Portugal. In these cases a contact is recommended with SEF 3 months before coming to Portugal: http://www.imigrante.pt/. If you are a European Union citizen or other within the Schengen Agreement you will need to apply for a residence card with SEF 30 days before the end of the 3 months stay that is guaranteed to citizens from these countries.
5 This document will be sent to the student by the CMU Portugal office in Portugal
6 To register in the FCT system please go to: https://sig.fct.pt/fctsig/?lang=EN
Should you need to send any original documents please send them to:

Address:

João Fumega  
**Education Officer**  
Carnegie Mellon Portugal Program Office  
INESC ID  
R. Alves Redol 9,  
1000-029 Lisboa

On the following website you can find more information about the FCT scholarship and the exact amount you will be receiving during your studies: [http://www.fct.pt/apoios/bolsas/valores](http://www.fct.pt/apoios/bolsas/valores).

Note: BD (Bolsa de Doutoramento) is the Ph. D. scholarship.

### 4.2. INSTALLATION AND TRAVEL SUBSIDY

FCT will provide a one-time travel allowance and a one-time moving allowance 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 travelling from Portugal to Carnegie Mellon University.

To receive these allowances, the student has to have a FCT contract signed and active. The request can be made to FCT, through the Portugal office. To guarantee that payments are done before the contract is suspended, we advise students to submit the request for the allowances together with the suspension request (see 6.3.1.)

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 next time the student travels to Carnegie Mellon University to pursue his/her studies. If the student does not return to Carnegie Mellon because he/she spent the first two years there, a request for the allowances should be submitted to the FCT when returning to Portugal, justifying it was not possible to do so before. Please contact the Students Support Officer (info@cmuportugal.org) for more information.

Please read chapter “Transfers between Portugal and the U.S.” for more information (page 31).

### 4.3. SUPPORT FOR RESEARCH VISITS TO CMU WHILE IN PORTUGAL

Partial financial support for research visits to CMU, while the students are in Portugal, can be requested through the CMU Portugal Program Office in Portugal ([info@cmuportugal.org](mailto:info@cmuportugal.org)). These visits should be for a period of two weeks or more. The approval of the financial support will depend upon the scope, the number, and the length of the visits for each student, and the availability of funds.

To receive this support, the students must have an 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 the formal request, stating their agreement with the planned visit, and including a small paragraph about the activities to be conducted, the travel dates, and the planned duration for the visit to CMU.

4. A statement mentioning that the 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.

4.4. SUPPORT TO PARTICIPATE IN SCIENTIFIC MEETINGS

A single subsidy to participate in scientific meetings 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 subsidy 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 subsidy, the student has to have a FCT contract signed and active. The request of the subsidy can be made directly to FCT, through our Portugal office.

4.5. OTHER SOURCES OF FUNDING

Work of the student receiving the FCT scholarship is under the regime of exclusive dedication and he/she cannot accumulate it with other grant, subsidy or paid work. However, there are some exceptions and for more information please visit the FCT’s FAQ website: http://alfa.fct.mctes.pt/apoios/bolsas/FAQ.

Internships

Paid internships can be compatible with the Research Grant Holder Statute (Estatuto do Bolseiro de Investigação Científica) only if the internship is:

- A short, non-permanent activity;
- Approved by the advisor;
- Directly related to the work plan defined with the advisors.

Nevertheless, the student needs to send the following documents to ICTI@Portugal (to the Student Officer info@cmuportugal.org):

a. A letter for FCT’s approval justifying that the internship is compatible with the defined work plan.
b. A support letter from the advisor mentioning the defined work plan, and
c. A letter from the institution where the internship will take place presenting the objective of the internship and the period during which it will occur.
5. BEFORE DEPARTURE

5.1. FINANCIAL ARRANGEMENTS

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

Travelling and settling in costs should be recovered in the amount that is stated in the table by the end of the first month


5.2. 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 their stay is longer than 3 months, they must formalize their right of residence - apply for the residence card - within 30 days before the end of the three-month stay in the country at the Serviço de Estrangeiros e Fronteiras (SEF) of their residence area.

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.

Visa request to enter Portugal should be made several months in advance because 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 students to enter Portugal with a view to applying for a residence permit. This residence visa allows the holder to remain in Portugal for six months. However, persons applying should take into an 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 the Serviço de Estrangeiros e Fronteiras (SEF), 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.

Consulates
http://www.consuladovirtual.pt
http://www.secomunidades.pt

Serviço de Estrangeiros e Fronteiras (SEF)
www.sef.pt

Secretary-General of the Ministry of Science, Technology and Higher Education (SG-MCTES)
www.sec-geral.mctes.pt
5.3. APPLYING FOR A U.S. VISNA

5.3.1. LONG TERM VISITS

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 (either an I-20 or DS-2019) issued by a U.S. college or university or Department of State-designated sponsor organization. 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.

Please contact your department at Carnegie Mellon University and Office of International Education (OIE) at Carnegie Mellon (http://www.cmu.edu/oie) regarding the visa issues.

The Office of International Education (OIE) at Carnegie Mellon University is committed to supporting, promoting, and celebrating individuals in an intercultural environment. We advocate for and facilitate international and cross-cultural experiences, perspectives and initiatives. OIE promotes and facilitates study abroad and acts as a liaison to the university for international students, researchers, and professors.

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. Extensions or updates may be made by contacting Office of International Education (https://www.cmu.edu/oie/). 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 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.

Once you have all the required documentation, you may apply for the visa, even if you do not intend to begin your program of study for several months. It is best to apply early for the visa to make sure that there is sufficient time for visa processing.

Most non-U.S. citizens who wish to study in the United States will seek an F-1 (non-immigrant) student visa, but there are other visa types that are sometimes authorized for those who study in the U.S. Here is a short description of the different visa types that involve study:

- F-1, or Student Visa: This visa is the most common for those who wish to engage in academic studies in the United States. It is for people who want to study at an accredited U.S. college or university or to study English at a university or intensive English language institute.
- 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.
- **M-1, or Student Visa:** This visa is for those who will be engaged in non-academic or vocational study or training at an institution in the U.S.

Citizens of Canada and Bermuda do not require entry visas for study in the U.S. but must present the I-20 or 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 a denial, ask that the reason be given to you in writing before you leave the consulate. In this way only 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 web site: [http://www.state.gov/](http://www.state.gov/). In particular, you may wish to consult the visa wait times or the individual consular websites for post-specific visa application procedures.

### 5.3.1.1. 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 (either an I-20 or 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.

### 5.3.1.2. Applying for a Visa – Key Points to Keep in Mind

Among the things you’ll need to do is pay the SEVIS fee, pay the 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 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 (I-20 or 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.

### 5.3.1.3. Key Information About Visas and Entering the United States

There are two additional bits 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 I-20 or 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.

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 Office of International Education. (https://www.cmu.edu/oie/)
IF YOU ARE APPLYING FOR A U.S. VISA FROM PORTUGAL (whether you are Portuguese or international student),
please ask you home university department in Portugal to issue a confirmation letter – signed and with seal of the
institution.

5.3.2. 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 following link for more information about visa waiver program:
http://portugal.usembassy.gov/visa_waiver_program.html

If your country does not fall under the Visa Waiver program with the United States, please check thewebsite of the
embassy or consulate in your home country for information. To find the website, please use the following link:
http://www.usembassy.gov/

During your studies, apart from the required stay of two years at Carnegie Mellon in the scope of the
Carnegie Mellon Portugal program, you are likely to have short visits to Carnegie Mellon due to a
research engagement (e.g., with your advisor).

If you are a native of a country that falls under the Visa Waiver Program
(http://travel.state.gov/visa/temp/without/without_1990.html) and you are planning to go to Carnegie
Mellon for periods shorter than 90 days to work on your research, a visa will NOT be required.

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. To find the website, please
use the following link: http://www.usembassy.gov.
5.4. HOUSING ARRANGEMENTS

5.4.1. 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 accommodation well in advance.

TEMPORARY HOUSING

On the following websites you can find hostels and hotels all over Portugal depending on your location, taste, and budget:

- [http://portugal.hotels.com/](http://portugal.hotels.com/)

LONG TERM HOUSING

Finding a nice place to live is always cumbersome. Portugal is no exception - getting the right accommodation may require considerable effort, especially in large cities. Ideally, you should try to arrive about 2 weeks before the beginning of your courses and attend the orientation phase. (See section “General Advice and Assistance”)

Rental costs vary considerably according to the size (number of bedrooms) and quality of a property, its age and the facilities provided. However, the most significant factor affecting rents is the region, the city or town, and the particular neighborhood.

When you are looking at places to rent, find out exactly what is covered by the rent (e.g., electricity, water, furniture, parking, etc.) You may be required to sign a lease for 2 years with a 10 months notice clause. A guarantee is required, usually in the amount of 2 months’ rent (first and last).

You can find addresses of real estate agents in the local newspapers under “Apartamentos para arrendar”, or on the following websites:

- [https://casa.sapo.pt/](https://casa.sapo.pt/)
- [http://www.custojusto.pt/portugal/imobiliario](http://www.custojusto.pt/portugal/imobiliario)
- [https://www.uniplaces.com/accommodation/porto](https://www.uniplaces.com/accommodation/porto)
5.4.2. HOUSING ARRANGEMENTS IN PITTSBURGH

Carnegie Mellon University offers a variety of housing services to international students and scholars. These services vary significantly depending on whether you are an international undergraduate, graduate or exchange student, or an international scholar (visiting researcher or professor).

Graduate students and visiting scholars independently arrange for housing at off-campus locations, sometimes with the assistance of the home academic department and perhaps in consultation with the Community Housing Office. 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.

International students and scholars should anticipate a brief stay at a hotel or with a friend immediately upon arrival to Pittsburgh. Exceptions include new international undergraduates and exchange students who arrive on the scheduled Move-In Day prior to the start of the classes and graduate students who arrive in August and have already reserved room(s) in Transitional Housing prior to arrival. (http://www.studentaffairs.cmu.edu/oie/settlingguides/housing/index.html)

5.4.2.1. NEIGHBORHOODS IN PITTSBURGH

The following neighborhoods are located within a two-mile radius of Carnegie Mellon University. They are grouped and listed according to their proximity and convenience to the CMU Campus. Community Housing has more information about each of these neighborhoods. Also, consider purchasing the Pittsburgh Street Finder, a street guide to Pittsburgh and the surrounding areas available from Amazon.com.

Oakland, Shadyside, and Squirrel Hill
Most CMU students choose to live in these three areas because they are closest to campus. Oakland has perhaps the cheapest rent but is considered less safe and less quiet than the other neighborhoods. Shadyside is favored because it is close and on the CMU free shuttle route, but the rental rates are higher and parking is limited. Squirrel Hill has decent rental rates and has ready access to public transportation, but the CMU shuttle service is not available to this neighborhood.

Bloomfield, Greenfield

These neighborhoods are farther away from campus, but also within walking distance to CMU.

Friendship, Point Breeze, Highland Park
These are even farther away from CMU than those above, but still within commuting distance and on city bus lines.

5.4.2.2. DIFFERENT TYPES OF RENTAL HOUSING

Rental costs depend on location, size, condition and whether utilities (gas, water, and electric) are included. Although you cannot - and should not - rent housing before you visit the actual location, informing yourself before you arrive and arriving early will make the housing search a much smoother and less anxious experience.

Room in Private Home: One room with a shared bathroom and a shared kitchen located in a private home or a large house with many such rooms. These rooms are usually furnished.

Efficiencies/Studios: A small one or two room combination of living room, kitchenette, and bathroom. The price range for studios is, on average, $450 - $800 a month.

1, 2, 3+ Bedroom Apartments: An apartment including one or more bedrooms, a living-dining area, a kitchen, and a bathroom. The price range for one-bedroom apartments is approximately $575 - $1000, for two-bedroom apartments, the price range is about $700 - $1200.

Houses: A one or two family style home in which a group of students share kitchen and bathroom facilities. In addition to full houses, the area near the University has many town houses, which are built in rows sharing common walls between each dwelling. Some houses include a car garage, a basement and/or a yard.

5.4.2.3. RESOURCES TO USE FOR LISTING OF RENTAL HOUSING UNITS

The Carnegie Mellon Community Housing Office has its own housing listings on the website (http://www.housing.cmu.edu/CommunityHousing). Access to the housing database is restricted to currently enrolled students, faculty, and staff members. You must use a valid "cmu.edu" email address to login. You will receive email account information from your department as soon as it becomes available. Electronic bulletin
boards are also a great place to find furniture and other necessary household items. Community Housing has complete instructions on how to subscribe to b-boards.

Many students use craigslist (http://pittsburgh.craigslist.org).
Other helpful sources are the classified sections of the local newspapers such as the Pittsburgh Post- Gazette or Tribune Review. The Sunday edition of the newspaper has the most comprehensive listings.

5.4.2.4. UTILITIES AND PAYING BILLS

Bills in the U.S. are commonly paid by personal checks available through your U.S. bank. In most cases, you may set up automatic bill payment which enables you to pay bills electronically, directly from your bank account. Some apartments may include utilities like gas, electric and water. However, in most cases you will have to contact the utility companies directly to set up and pay for service for your apartment. When looking for an apartment, be sure to include the cost of utilities in your monthly rent estimate. It is strongly recommended that you request an estimate of the previous tenant’s utility bills by calling the utility company directly. Note that heating bills can be very high in the winter (over $100 depending upon the type of heat and size of apartment).
5.5. MEDICAL INSURANCE

5.5.1. MEDICAL INSURANCE IN PORTUGAL

According to Portuguese law all residents (this includes students) must have health insurance.

Students coming from EU-EEA
One of the issues students face when they decide to spend a study period abroad is health care. Community provisions on social security provide some solutions on this matter – the European Health Insurance Card (CESD) (http://ec.europa.eu/social/main.jsp?catId=559).

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. This document allows students from another Member State or country of the European Economic Area (EEA) or from Switzerland to be assisted in case of sickness or personal accident, thus taking advantage of a wider coverage in terms of health care. The CESD, to be requested at the social security service of your country, is a proof that you are registered in that social security service and allows you to take advantage of health services in Portugal. In this case, students will be asked to pay as much as national citizens under the same circumstances.

Non EU –EEA students
The CESD form is part of an agreement between the Member States of the European Economic Area (EEA) and Switzerland. However, there are other agreements between Portugal and other countries outside the EEA. Students from those countries should ask for further information in their own country before travelling to Portugal. If they fall outside the system mentioned above, students must get a health insurance, which will provide them with health care during their stay in Portugal. Without one of these, should they need medical assistance during their stay in Portugal, students will have to pay for the respective health treatment.

Civil Liability Insurance
This cost-effective insurance is not compulsory, 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 compulsory 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).

5.5.2. HEALTH INSURANCE IN THE U.S.

Health insurance is required for all enrolled students by the University and is a necessity for everyone living in the U.S. because the cost of routine and emergency health care as well as prescription medicine is extremely expensive.

Please contact your home departments at Carnegie Mellon University regarding the health insurance issues.

Note that each department at CMU has different health insurance policy.

Note: 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.
6. **DURING YOUR STAY PERIOD**

6.1. **UPON ARRIVAL TO PORTUGAL**

6.1.1. **ARRIVAL CHECKLIST**

This checklist will help you prioritize things that need to be taken care of immediately upon your arrival in Portugal.

- If entering by car in Portugal, you must notify Portuguese authorities about your arrival ([www.sef.pt](http://www.sef.pt)). 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 Serviço de Estrangeiros e Fronteiras (SEF), 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.
- Notify your advisor and CMU Portugal office about 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:
  1. Your passport and one other document that establishes your age and identity.
  2. Your Portuguese Address.
- Open a bank account (IBAN).
  To get your bank account, you must appear in person in any bank office nearest your host institution, and take the following documents with you:
  1. Your NIF number;
  2. Your Passport;
  3. Contract from Carnegie Mellon Portugal Program or Letter of admission;
  4. 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](mailto:info@cmuportugal.org).

6.1.2. **RESIDENCE CARD**

**EU students**

*Up to three months*

The citizens of the EU have the right to reside in national territory for a period up to three months without other conditions and formalities beyond having valid identity card or passport.

*More than three months*

The citizens of the Union whose staying in national territory lasts more than three months must formalize their right of residence - Certify of Register - during a period of 30 days before the three months of entry in the national territory. Necessary documents (to deliver with the proper form in the Delegation of SEF of the area of residence or in the Municipal Council of the residence area – see Adherent Councils):

- Identity card or valid passport;
- Declaration under oath that the applicant fulfills one of the following conditions:
  1. Has a professional activity as worker or self employed in Portuguese territory;
  2. Has enough resources for him/herself and his/her family, as well as a health insurance, if mandatory for Portuguese citizens in the Member State from his/her nationality;
3. If he/she is registered in a public or private officially recognized school, if proven through a
declaration or any other mean of evidence the possession of enough financial resources for him/herself
and his/her family, as well as a health insurance, if mandatory for Portuguese citizens in the Member
State from his/her nationality.

Non EU Students
Students from non-EU countries must obtain a residence study visa before departure from their home country. A residence
visa will allow the students to enter Portugal with a view to applying for a residence permit. This residence visa allows the
holder to remain in Portugal for six months. However, persons applying should take into an account that someone having
a residence visa is not yet a resident, but only authorized to apply for a residence permit.

Since the students involved in the Program come to Portugal with the intention of remaining for longer than six
months, they must apply for a residence card upon their arrival in Portugal.

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 Serviço de Estrangeiros e Fronteiras (www.sef.pt) to get more information.

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

Therefore:

1. During the prolonged stay abroad that 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 SEF once back in Portugal).

2. 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 SEF when back in Portugal).

Solutions:

To avoid these situations and the repetition of the application process for visa for Portugal (at Portuguese consulates abroad)
as well as the application process for the residence card in Portugal, the following solutions are available (as appropriate):

1. Application for the renewal of the residence permit can be done before leaving Portugal to the foreign country
when the last 30 days of the validity of the authorization coincides with the period of absence of the country.

2. Additionally, in order not to revoke the residence permit in its duration due to absence from Portugal (as it
foreseen by the Portuguese law), student shall submit a justification to SEF (prior to the absence). The continuation
of the course of studies in a third country (in this case the U.S.) is an acceptable reason.
6.2. Upon arrival to the U.S.

6.2.1. Arrival Check List

- Secure transitional housing (if necessary).
- Report to your academic department and complete registration procedures. Your department may have other tasks for you and should also be able to give you your student ID number and email user ID, if ready.
- Get your student ID card at the HUB on the ground floor of Warner Hall. You will need your student ID number to do this. If you do not know it, your department will be able to provide this information. If you are enrolled for the current semester, your ID should have a small picture of a bus allowing you to ride the public transportation free.
- 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 [https://www.cmu.edu/oie/](https://www.cmu.edu/oie/).
- Complete mandatory immigration check-in. This should be completed during orientation. Please bring your immigration documents (I-20/DS-2019, passport and I-94 card). If you arrive before August 1 or after August 10, you MUST complete a 1.5 hour mini-orientation in the Office of International Education. Call (+1) 412-268-5231 to sign up.
- Immigration check-in must be completed by the end of the first week of classes or you will lose your legal nonimmigrant status in the U.S.!
- Find off-campus housing. If you arrive early, be sure to visit the Community Housing Office on the first floor of Morewood Gardens E-Tower, tel: (+1) 412-268-4990.
- 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.
- 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 type of national identification number that is required for employment in U.S. You must have an offer of employment to be eligible to apply for an SSN. You must apply in person for a permanent Social Security Number at a Social Security Office. Take your passport, I-20 or DS-2019, I-94 card (found in your passport), and OIE status verification letter. You will also need to provide an address where your new card can be sent. The Social Security Administration recommends that international applicants wait at least 10 (ten) days after arrival in the U.S. before submitting an application for an SSN.

For more information, please contact the Office of International Education at Carnegie Mellon University: [https://www.cmu.edu/oie/](https://www.cmu.edu/oie/).

6.2.1.1. Foreign Student Documents and Maintaining Legal Immigration Status

International students are required to abide by United States immigration regulations throughout their stay in the U.S. International students are admitted to the U.S. by the Department of Homeland Security (DHS) for the purpose of being full-time students. Participation by students in any other activity, from employment to vacation, is considered to be a privilege and is only allowable in accordance with strict DHS rules. Penalties for violations of immigration law can be severe and include deportation and 10-year bars from reentry to the US, 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. for as long as they "maintain legal student status," NOT for the length of time listed on their visa or...
Certificate of Eligibility (I-20 or DS-2019 form - see below). Listed below are the documents that F-1 or J-1 students need to keep current while they are residing in the U.S. along with the basic rules that students must follow in order to maintain legal student status in the U.S.

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.

| **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. |
| **Certificate of Eligibility** | 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. Extensions or updates may be made by contacting OIE or your sponsoring agency. 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 OIE. |
| **I-94 Arrival/Departure Record** | The I-94 is the white card completed before passing U.S. immigration officials upon entrance to the U.S. It will be stamped with your date and port of entry. Your immigration status and expiration date will also be noted on the card. For F-1 and J-1 students, the "expiration date" should be D/S, or duration of status, not an actual date. This means F-1 and J-1 students are permitted to remain in the U.S. as long as they have a valid I-20 or DS-2019, are enrolled in the institution and academic program listed on the form, and have otherwise maintained their immigration status. Students who receive an I-94 card with an actual expiration date should contact OIE immediately. The number at the top of the I-94 card that you receive upon each entry is called your Admission Number or I-94 Number. |
| **Entry Visa** | The 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. The visa may expire while you are in the U.S. You cannot and need not renew it while you are here. A new entry visa will be required if the original expires and you travel outside and then wish to re-enter the U.S. in 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 (36 units or ABD units for doctoral students) for 2 out of 3 consecutive semesters in the school year. 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 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 web site. 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 Office of International Education.
6.2.1.2. FULL COURSE OF STUDY

Immigration regulations require F-1 and J-1 students to enroll for a full course of study for two out of three consecutive semesters. A full course of study at Carnegie Mellon is 36 units. Students must be enrolled full time for their first two semesters in order to take their annual vacation in the third semester. If the summer session is the first term of attendance, students must enroll full time then also. Students are not required to enroll for the summer provided they have enrolled for the preceding spring and intend to enroll for the following fall semester.

All reasons for reducing the required course load must be approved in advance by the OIE Advisor and the Academic Advisor. Students requesting approval for a reduced course load or part-time enrollment need to complete the Reduced Course Load form with their academic advisor and submit it to OIE. If the OIE advisor is able to approve the reduced course load, she will notify the student. Some examples of acceptable reasons for a reduced course load are:

- During the first term, a student may need time to adjust to the language and new academic system. The academic advisor can recommend a lower course load.

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.
A student may have been placed in a course for which he/she does not have the background necessary. The academic advisor may recommend the student drop the course.

During the student's last term, he/she is only required to take the number of units needed to meet degree requirements. The academic advisor can document this on the OIE form.

Health problems can also necessitate a reduced course load. If a student is experiencing health problems, a doctor can recommend withdrawal or a reduced course load.

Note: Inadequate funding is not an acceptable reason for dropping below the required course load. Students should feel free to discuss any financial concerns with an OIE advisor.
6.3. **Transfers between Portugal and USA**

This section provides students with 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 ICTI@CMU. In order to avoid disrupting the payments, students are required to take some actions that are summarized below with 60 to 90 days in advance.

### 6.3.1. Suspension, Re-activation and Renewal of the Scholarship

**Going to CMU**

When going to CMU, students must suspend their FCT scholarship, by doing the following:

1. Send a request to **suspend** the scholarship to the National Director of ICTI@PORTUGAL, with:
   a. the planned date of transfer;
   b. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
   c. a short paragraph on the coursework and the research developed in the doctoral program.

2. Submit a support letter from both advisors, together with the request, stating their agreement with the transfer date, and including a short statement on the student’s progress in the work plan. This letter needs to be dated and in letterhead.

The request should be sent to info@cmuportugal.org. After approval by the National Director, the request is forwarded to FCT for suspension of the scholarship payments. FCT will send a written notification of this decision directly to the grant holder.

**Transferring to a Portuguese Institution**

When transferring to a Portuguese Institution, students must **re-activate** their FCT scholarship, by doing the following:

1. Send a request to **re-activate** (and **renew**, if applicable) the scholarship to the National Director of ICTI@PORTUGAL, with:
   a. the planned date of transfer;
   b. 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);
   c. a short paragraph on the coursework and the research developed in the doctoral program.

2. Submit a support letter from both advisors together with the request, stating their agreement with the transfer date (and the renewal, if applicable), and including a short statement on the student’s progress in the work plan. This letter needs to be dated and in letterhead.

Since the re-activation and the renewal of the scholarship often coincide, we recommend submitting the following documents together with the re-activation request:

3. 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;

4. 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.
The request should be sent to info@cmuportugal.org. After approval by the National Director, the request is forwarded to FCT for the scholarship payments to be restarted. FCT will send a written notification of this decision directly to the grant holder. The grant renewal does not require signing of a new contract.

6.3.2. RESIDENCE CARD AND RENEWAL OF THE RESIDENCE CARD

ARRIVING IN PORTUGAL

A visa and a residence card are necessary for long-term stays in Portugal by any non-Portuguese citizens.

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 residence card upon their arrival.

Although all non-Portuguese citizens have to apply for a residence card in Portugal, different steps may be needed depending on the nationality. More details can be found in page 23 of the Student Guide.

LEAVING PORTUGAL

Under the current Portuguese legislation, 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, throughout the validity period of the residence card.

When students are planning to move to Carnegie Mellon to continue their studies for long-term stays, there are some actions that can be taken to avoid having to apply again for a visa at a Portuguese consulate abroad, as well as the residence card at SEF, when back in Portugal.

Before leaving Portugal, students should contact the Student Support Officer (info@cmuportugal.org), who will be able to provide some guidance on this process.

VISA FOR THE USA

A visa is necessary for long-term stays in the U.S. by any non-American citizens. In order to apply for a visa at a U.S. embassy or consulate, students must have a SEVIS7-generated document (either I-20 or DS-2019). Students will be required to submit this form when applying for a visa.

CMU will provide the appropriate SEVIS-generated form only when the students have been academically admitted to the institution. The university will also send the students additional information on how to apply for the appropriate visa, as well as guidance on starting their academic programs in the United States.

Students should contact their home department at Carnegie Mellon University, as well as the Office of International Education (https://www.cmu.edu/oie/) regarding the visa issues.

6.3.3. STAYING AT A PORTUGUESE INSTITUTION

A request to RENEW the FCT contract is required when the students are in Portugal for more than 12 consecutive months (without interruption). The contract is not renewed automatically. In this situation, the students are required to do the following:

1. Send a request to renew the scholarship to the National Director of ICTI@PORTUGAL, with:
   a. the planned date of transfer;
   b. the scholarship reference number (SFRH/BD/…/…) stated in the FCT contract;

7 Student and Exchange Visitor Information System
c. a short paragraph on the coursework and the research developed in the doctoral program.

2. Submit a support letter from both advisors together with the request, stating their agreement with the renewal, and including a short statement on the student’s progress in the work plan;

3. 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;

4. Submit a statement from the host institution on the student’s work, together with the request, 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.

The request should be sent to info@cmuportugal.org. After approval by the National Director, the request is forwarded to FCT for the scholarship payments to be continued. FCT will send a written notification of this decision directly to the grant holder. The grant renewal does not require signing of a new contract.

These documents must be sent to the Student Support Officer (info@cmuportugal.org) 60 to 90 days in advance, before any transfer between Portugal and the United States.

Failure to follow the aforementioned steps to suspend, re-activate or renew the scholarship in the given time frame will cause the termination of the FCT scholarship contract.

In case of change of address, the student needs to update his/her information in the FCT Information System. Also the Student Support Officer (info@cmuportugal.org) must be notified, so that the address can be updated accordingly on the Carnegie Mellon Portugal Program database.

6.3.4. INSTALLATION AND TRAVEL SUBSIDY

FCT will provide a one-time travel allowance and a one-time accommodation allowance for stays abroad equal to or greater than six consecutive months. The two allowances may be combined, but are always dependent on available funds. Although students might change locations several times during their studies, these predetermined subsidies will be given only once, during the entire duration of their FCT contract, to cover expenses with installation and travelling from Portugal to Carnegie Mellon University.

To receive these allowances, the student has to have a FCT contract signed and active. The request can be made to FCT, through our Portugal office. To guarantee that payments are done before the contract is suspended, we advise students to submit the request for the allowances together with the suspension request (see 6.3.1.)

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 next time the student travels to Carnegie Mellon University to pursue his/her studies. If the student does not return to Carnegie Mellon because he/she spent the first two years there, a request for the allowances should be submitted to the FCT when returning to Portugal, justifying it was not possible to do so before. Please contact the Students Support Officer (info@cmuportugal.org) for more information.
6.4. GENERAL ADVICE AND ASSISTANCE

During your stay in Portugal/Pittsburgh we shall be ready to assist you whenever possible. The ICTI personnel, with whom you will correspond, will be involved with your program throughout the year. The ICTI Office will send you general instructions and announcements to inform you of reporting requirements and special opportunities available through the Carnegie Mellon Portugal Program.

Orientation days

The Carnegie Mellon Portugal welcomes its first-year Professional Master and Ph. D. students during the Orientation Days with a number of events designed to welcome them to their new surroundings. You will have an opportunity to:

- meet other students and staff;
- obtain important information about your program;
- familiarize yourself with the Campus (CMU), and the country (Portugal).

6.5. 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, student and advisors have to make a yearly Work Plan right after the acceptance of admission in the Carnegie Mellon Portugal Program. The Work Plan should include preliminary research topic, 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 Director, because it will allow ICTI staff to address students’ issues effectively and in a timely manner.

Periodic conference call meeting 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 of advisors should be highly involved in the student’s degree pursuit and should provide the student with constant guidance.

6.6. REQUIREMENTS FOR STUDENTS

Please check the Webpages mentioned in the section “About Carnegie Mellon Portugal Program” for the specific requirements of the program that you are enrolled in, since they vary from department to department.

1. COURSES (PROFESSIONAL MASTER AND PH. D. STUDENTS)

The Carnegie Mellon Portugal Program has developed and adopted a “virtual campus” approach that ultimately enables any student to take advantage of all courses being offered across the programs in the Carnegie Mellon Portugal Program, regardless of the physical location.

The courses taught across various Portuguese institutions have corresponding codes in Carnegie Mellon’s system. They are offered in English with the resources similar to the resources offered at Carnegie Mellon and taught consistently with the CMU academic calendar.

For example, although taught in Portugal, students are also registered in these courses in the Carnegie Mellon student system and have access to all the electronic resources that the students on the Pittsburgh campus have.

2. RESEARCH (MASTER AND PH. D. STUDENTS)

Whether in masters or doctoral programs, as individuals or in teams, students at Carnegie Mellon Portugal Program 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.
As a program, Carnegie Mellon Portugal Program’s research component focuses on scientific areas, including information processing and networks, critical infrastructure and risk assessment, applied mathematics and technology, innovation and policy. An industrial affiliate program includes the membership of Portugal Telecom, the main telecommunications operator in Portugal; Nokia Siemens Networks; and Novabase. Other major national and multinational companies and a number of technology-based firms, including Critical Software, a leading Portuguese software company, are committed to help define the program strategy and direction.

3. Qualifying Exam (Certain Ph. D. Programs)
An extremely important step for students who are working towards a Ph. D. degree is the Ph. D. Qualifying Examination. The purpose of the Ph. D. qualifying examination is to determine whether the student has the intellectual maturity, readiness and ability to begin engaging in doctoral research. It is an assessment of candidates’ thinking, writing, speaking skills, and also a valuation of students’ ability to pursue research activities.

4. Teaching Requirements (Ph. D. Students)
Experience with teaching or helping teaching courses is also one of the tasks required for the students enrolled in the Carnegie Mellon Portugal Ph. D. Program. Students will typically teach one undergraduate or graduate elementary course, in English. The aim of this requirement is to develop and to perfect student’s communication skills.

5. Thesis Proposal and Defense of Dissertation (Ph. D. Students)
Please refer to your specific Program requirements.

6. Reporting to ICTI
Students must inform ICTI@CMU 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 ICTI 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 ICTI:

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

Plagiarism, defined by Webster’s Dictionary is: “To steal and pass off as one’s own (the ideas or writings of another): use (a created production) without crediting source: to commit literary theft: present as new and original an idea or product derived from an existing source.”

Plagiarism can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it.

Most students who plagiarize do so unintentionally, usually because they don’t have the skills to avoid over-reliance on the work of others or because they aren’t sure what constitutes plagiarism.

The best way to avoid plagiarism is to:

- know what it is
- develop the skills to write well and consequently avoid doing it.

It is stated in the Policy on Cheating and Plagiarism by Carnegie Mellon University that; students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not necessarily limited to:
1. Plagiarism, explained below.
2. Submission of work that is not the student's own for papers, assignments or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in or proxy during an examination.
6. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:
1. A phrase, written or musical.
2. A graphic element.
3. A proof.
4. Specific language.
5. An idea derived from the work, published or unpublished, of another person.

http://www.cmu.edu/policies/
http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
http://www.cmu.edu/graduate/
http://www.cmu.edu/teaching/design/teach/design/instructionalstrategies/writing/preventplagiarism.html
6.9. **ENRICHMENT OPPORTUNITIES AND LANGUAGE COURSES**

During your studies you will be presented with various enrichment opportunities: seminar series, lectures by renowned professors and scientists in various fields of study, opportunities to visit other universities and institutions with which you will cooperate, visits to companies in Portugal and abroad, etc.

It could be very helpful for the foreign students to learn Portuguese, although this is not a pre-requisite because all course units are taught in English. Learning a foreign language is one of the greatest advantages of mobility programs - in this case this is an opportunity to learn one of the most spoken European languages in the world (about 200 million speakers). Please consult the chapter “Useful Information” to check websites to learn Portuguese.

7. **REGISTRATION AND ACADEMIC RULES**

7.1. **ACADEMIC YEAR IN PORTUGAL**

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

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

- **Christmas Break:** Usually beginning in 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. This break used to be one week long but in recent years it has been reduced.
- **Easter Break:** Two weeks including Easter. It varies from year to year, but it is usually around late March or middle April.
- **Queima das Fitas:** One week of celebration of student life with the traditional *burning of the ribbons* by senior students, usually in the middle of the spring semester.
- **Summer Break:** Usually known as “Férias Grandes” (Big Holidays) it lasts during the summer from late June to middle September and it separates one school year from another.

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The calendar represents a general guideline for the incoming students. Please check the website of your home institution to get the exact academic calendar.
For the information listed below, please check the websites that will bring you to the homepage of the universities involved in the Program.

- University history
- Course / exam registration
- Catalogue of courses (accredited for the Carnegie Mellon Portugal Program)
- Course schedules
- Structure of studies
- Language Courses
- E-mail account
- Access to University facilities
- Library
- Bookshop
- Map of campus
- Hospitals
- Police station
- Student association

7.2. ACADEMIC YEAR AT CARNEGIE MELLON

Please check the following website regarding the academic calendar at Carnegie Mellon University: http://www.cmu.edu/hub/calendar.html.
8. PORTUGUESE SOCIETY AND CULTURE

8.1. ABOUT PORTUGAL

Portugal is a country on the Iberian Peninsula. Located in southwestern Europe, Portugal is the westernmost country of mainland Europe and is bordered by the Atlantic Ocean to the west and south and by Spain to the north and east. The Atlantic archipelagos of the Azores and Madeira are also part of Portugal.

Portugal is a democratic republic ruled by the constitution of 1976, with Lisbon (Lisboa) the nation’s largest city (2,641,006 habitants), as its capital. The second largest city is Porto with 1,647,469 habitants. Aveiro, Braga, Coimbra, Guimarães and Madeira are other cities where the Carnegie Mellon Portugal Program is conducted.

Portugal is one of the warmest European countries, the annual temperature averages in mainland Portugal are 13 °C (55 °F) in the north and 18 °C (64 °F) in the south and over 20 °C (68°F) on the warmest spots (e.g., south coast of Madeira island).

Recent studies indicate Portugal to be the 7th most peaceful and the 13th most globalized country in the world, ranking 19th with respect to the highest quality of life.

8.2. LOCATIONS

LISBON (LISBOA)
Lisbon is the capital and the largest city in Portugal. It is located in the west of the country, on the Atlantic coast at the point where the river Tagus (Tejo) flows into the Atlantic Ocean. Due to its economic output, standard of living, and market size, the Greater Lisbon (Grande Lisboa) sub region is considered the second most important financial and economic center of the Iberian Peninsula. The Lisbon region is the wealthiest region in Portugal and well above the European Union's GDP per capita average – it produces 37% of the Portuguese GDP. It is also the political center of the country, as seat of government and residence of the Head of State.

PORTO
Porto is located in the estuary of the Douro River in northern Portugal. The largest city in the region, Porto is considered the economic and cultural heart of the entire region. The city of Porto comprises 15 civil parishes. The historic center of Porto was declared a World Heritage Site by UNESCO in 1996. Porto has won the award of European Best Destination in 2012, 2014, and again in 2017.

AVEIRO
Aveiro is situated 68 km to the south of Porto and 58 km north of Coimbra, straddling the "ria" Aveiro and the river Vouga a few kilometers from the Atlantic Ocean. The city of Aveiro has a population of approximately 57,000 inhabitants. The city is full of canals, bridges, and painted boats called "moliceiros".

COIMBRA
Coimbra is a city and municipality in Portugal. It served as the country's capital during the First Dynasty (12th Century) and remains home to the University of Coimbra, the oldest academic institution in the Portuguese-speaking world and one of the oldest in Europe. Over 430,000 people live in the Greater Metropolitan Area of Coimbra. Like most university cities, Coimbra is home to many students, including thousands of international students.

MADEIRA
In the Atlantic Ocean are the islands of Madeira and Porto Santo. The archipelago is famous for its friendly people, exceptional natural beauty and mild climate. Madeira Island is 310 miles from the African coast and 620 miles from the European continent, which is the equivalent of a 1 hour and 30 minutes flight from Lisbon.

MINHO - BRAGA AND GUIMARÃES
The University of Minho is located in the Minho region of Northern Portugal, a region with an extremely strong tradition of vibrant enterprise, essentially of small and medium-sized businesses. University of Minho has two campuses located 20 km apart: one in Braga and the other in Guimarães.

Braga
Braga is a city and municipality in northwestern Portugal. It is the capital of the district of Braga, the oldest archdiocese and one of the major cities of the country. The city of Braga has a centuries-old affiliation
with Culture and the Arts, and is firmly established in the service industry sector. It is here, in this city, that the following institutes and schools are installed: the Institutes of Arts and Humanities, Social Sciences, and Child Studies, the Schools of Sciences, Health Sciences, Nursing, and Law, as well as some Engineering areas.

Guimarães

Guimarães, often referred to as the birthplace of the nation, is dominated by the manufacturing sector with a strong investment in the textile and clothing, metallurgy and shoemaking industries. The campus of Azurém, Guimarães, is home to the School of Engineering, and the departments of Architecture, Fashion Design and Marketing, Geography and Planning, and Applied Mathematics.

8.3. LIVING IN PORTUGAL

8.3.1. COST OF LIVING

In spite of the perceived price increase after Euro has been introduced in 2002, Portugal has a medium cost of living, as compared to other EU Member States, although some products might be more expensive here than in other countries.

Shops

Traditionally, shops are open from Monday to Friday, from 9 or 10 a.m. to 7 p.m. Some close for lunch from 1 to 3 p.m. On Saturdays from January to November, shops generally close at 1 p.m. though in city centers some are open in the afternoon. Shops tend to stay open on Saturday afternoons and sometimes even on Sundays in December for Christmas shopping.

There are plenty of shopping centers inside and outside the cities that are usually open from 10 a.m. to midnight every day of the week. They generally have stores with the main international brands and food areas. However, traditional shops with Portuguese products can be found particularly in the streets of the older neighborhoods of towns and cities.

Food and drinks

Prices vary based on the type of establishment and whether or not the cost includes a table service or esplanade service, as a result of which the prices presented are purely indicative.

An espresso coffee, which is popular amongst the Portuguese and is normally referred to as a “bica” or in the north as “café”, costs around €0.60 to €0.70 at the counter of a traditional café. A galão (a cup of coffee with milk) may cost between €0.70 and €1.20 and a cup of tea between €1 and €1.50. A glass of natural orange juice costs around €2.50 and a beer or Coca-Cola costs between €1 and €1.50. A cheese or ham sandwich costs between €1.50 and €2.50 and a slice of toast or cake usually cost less than €2. If you have a full meal it may be between €5 to €11 per person in a snack bar, between €13 and €20 in a restaurant and around €30 to €50 in a first-class restaurant or Fado house.

Culture

An entrance ticket to a Museum, National Monument or exhibition may cost between €2 and €5. A cinema ticket costs around €6. Theatre tickets may vary between €10 and €30 and tickets for concerts, opera or ballet performances vary between €20 and €75.

8.3.2. COMMUNICATION

Telephone

In public telephone booths, coins and special cards can be used. They are sold in Payshops, usually found in some kiosks and news-stands (with a sign indicating this).

All telephone numbers in Portugal are composed of nine digits. To call from abroad to Portugal, it is necessary to dial the international access code 00 and the country code 351.

To call abroad from Portugal, dial 00, the country code, the area code and then the number wanted. The dialing codes of the various countries are affixed in public telephone booths.

Mobile phones

Portugal is one of the countries with the highest number of mobile phone users.

There are three main network service providers - MEO, Vodafone and NOS – that have roaming agreements with most international mobile phone companies and provide users with a good coverage nationwide.

The Portuguese Highway Code forbids the use of mobile phones while driving, unless you’re using hands-free equipment or an earphone, and there are established penalties that can be applied in the event of any infringement.

Internet

Internet access is available in most “cafés”, some public transports and in numerous post offices that have the Netpost service.

In various hotels and public facilities, like Airports, Conference centers, Restaurants, Service Areas in motorways and shopping centers, it is possible to access wireless Internet.
Post Offices
The national postal service is called CTT (Correios de Portugal). In general, post offices are open from Monday to Friday; from 9 a.m. to 6 p.m. Central and airport offices have extended opening hours and may be open on Saturdays and in some cases also on Sundays. Stamps are sold in post offices and vending machines in the streets. More detailed information about opening hours and services available at each office can be found on www.ctt.pt.

8.3.3. PERSONAL HEALTH AND SECURITY

What to do in case of emergency
The number to call in an emergency is 112. Dial the number and ask for the service you require – police (policia), ambulance (ambulância) or fire brigade (bombeiros). If you need medical treatment, the casualty department (servico de urgência) of the closest main hospital will treat you. You may also call Saúde 24 (808 24 24 24) if you need immediate information regarding a wound or injury. On motorways and main roads, use the orange SOS telephone to call for help in case you have a car accident. The service is in Portuguese; press the button and wait for the operator who will connect you.

Health care
The quality of health care and health care facilities in Portugal are generally good and have improved considerably in recent years, although they aren’t up to the high standard taken for granted in North America and northern Europe. There are many English-speaking and foreign doctors in resort areas and major cities, although hospital facilities are limited in some rural areas.

Portugal has a public health system, providing free or low cost health care for those who contribute to Portuguese social security (Segurança Social), plus their families and retirees (including those from other EU countries).

If you don’t qualify for health care under the public health system, it’s essential to have private health insurance (in fact, you won’t usually get a residence card without it). This is often recommended in any case if you can afford it, due to the inadequacy of public health services (which like most, are strapped for cash) and long waiting lists for specialist appointments and non-urgent operations in many areas. Visitors to Portugal should have travel health insurance if they aren’t covered by a reciprocal arrangement.

Health Centers
There are state health centers (centros de saúde) in most areas (typically open from 8 a.m. to 8 p.m.) which treat minor health problems and where it’s easier to get prompt emergency treatment than at a public hospital. There are 24-hour emergency hospitals in major towns and private hospitals and clinics in major towns and resort areas (including small British hospitals in Lisbon and Porto).

Pharmacies
You can obtain free advice for minor ailments from pharmacies (farmácias), open from 9 a.m. to 8 p.m. Monday to Friday and from 9 a.m. to 1 p.m. on Saturdays. There’s normally a duty pharmacy (farmácia de serviço) open outside usual business hours. A list of duty pharmacies is posted in pharmacy windows and announced in the local press (you can also telephone 118 and ask for the name of your local duty pharmacy).

8.3.4. TRANSPORTATION

Portugal, Madeira and Porto Santo as well as the major Azorean Islands, have airports served by TAP, the national airline. European and other airlines fly to the international airports of Lisbon, Porto, Faro and Funchal, which all get busier during the holiday season. Portugal’s mainland rail network is fast and modern on busy lines such as Lisbon-Porto and slow on provincial lines. Trains are inexpensive, especially if you are eligible for any discount. Buses are sometime faster and generally offer a wider choice of departures than rail network. The metro is a very fast and cheap alternative, mostly to university routes and main city points. Tickets are very affordable and re-chargeable.

Air
There are several Portuguese airlines offering regular domestic and international flights. TAP - Air Portugal (www.tap.pt) is the country’s "flagship" airline and has scheduled flights to more than 50 international destinations and domestic flights between Lisbon, Porto, Faro, Madeira and the Azores, and also between Madeira and Porto Santo. SATA (www.sata.pt) has regular flights between all the islands of the Azores and from the Azores to Madeira and mainland Portugal. SATA also offers regular flights to a number of international destinations.

Rail
CP - Comboios de Portugal (www.cp.pt), the Portuguese railway company, offers a vast rail network covering the whole of mainland Portugal and also offers international train services to Vigo and Madrid. There are a number of options to meet your needs:
- The top-of-the-range "Alfa Pendular" trains
offer the fastest and most comfortable rail link between Lisbon and the Algarve and, in the north, Porto or Braga, with stops in Coimbra.
- The "Interciidades" or Intercity service covers the Lisbon-Porto-Guimarães, Lisbon-Guarda, Lisbon-Covilhã, Lisbon-Évora-Beja and Lisbon-Faro routes.
- There is a vast network of regional, inter-regional and suburban trains covering the whole of the country.

Road
Portugal has a good road network consisting of auto-estradas (AE, motorways), itinerários principais (IP, main trunk roads), itinerários complementares (IC, complementary trunk roads), estradas nacionais (EN, national roads) and estradas municipais (municipal roads).

All motorways are marked with the internationally recognized sign and motorists using them have to pay tolls. (See prices on [www.brisa.pt or www.aeatlantico.pt](http://www.brisa.pt) or [www.aeatlantico.pt](http://www.aeatlantico.pt))

In case of breakdown or accident on the motorway, you can phone for assistance on 808 508 508. Toll gates have Via Verde channels. This is an innovative electronic system enabling motorists to debit tolls to their bank account. Only holders of Via Verde identifiers supplied by Brisa can use it.

Coaches
There are regular coach services between Portugal’s main towns and cities. For details on routes, timetables and fares visit [www.rede-expressos.pt](http://www.rede-expressos.pt), the website of Rede Nacional de Expressos (only in Portuguese).

Subway system
The subway system is an important addition to the traditional forms of public transport.
In Lisbon and Porto it operates between 6 a.m. and 1 a.m. most days. The Lisbon underground ([www.metrolisboa.pt](http://www.metrolisboa.pt)) is the older of the two and reaches a considerable part of the city. Its network has gradually been extended in recent years. Both the oldest and the most recent stations are decorated with panels of tiles by renowned Portuguese artists, making them true underground art galleries. In Porto, the underground ([http://www.metrodoporto.pt/](http://www.metrodoporto.pt/)) is relatively new. There are six lines in operation - blue, red, green, yellow, violet and orange and most of their route is above ground.

Taxis
Taxis are usually cream in color, although there are still some painted black with a green roof in the traditional Portuguese style. The fare is shown on the taximeter. The prices are affixed inside the car or you can ask the driver about them. If you phone for a taxi you have to pay an extra 0.80 euros. There is a charge of 1.60 euros for luggage, regardless of weight or the number of pieces. Carrycots, pushchairs, wheelchairs and walking aids are carried free of charge. Outside towns, taxis charge by the kilometer and the driver and passenger agree on the fare in advance. Where they exist, the passenger has to pay the road tolls there and back. Tipping is at the passenger’s discretion, though it is normal to tip 5-10% or round the amount up to the nearest euro.

Car rentals
Car rental is not cheap (pre-arranged package deals are often the best value) but offers the greatest flexibility. There are car rental services at airports, international rail terminuses and in the main towns and cities. Drivers with mobility difficulties, or anyone who prefers to, can rent automatic or adapted vehicles. To rent a car you must:
- be at least between 21 and 25 years old, depending on the company’s rental policy;
- show identification (identity card for EU citizens or a valid passport for other nationalities);
- have a driving license for more than one year.

8.3.5. MONEY MATTERS

Currency
Portugal is one of the European Union countries whose common official currency is the euro. 1 euro is divided into 100 cents. The coins come in denominations of 1, 2, 5, 10, 20 and 50 cents, and 1 and 2 euros. The notes are differentiated by their size and color and come in denominations of 5, 10, 20, 50, 100, 200 and 500 euros. One side of the coins has a common design (the European side), and the other side has a national symbol. All euro coins can be used in any euro-zone country, irrespective of which national symbols they display.

Currency Exchange
You can exchange money at banks, which are open from 8.30 a.m. to 3 p.m., five working days a week; at bureau de change; and at automatic currency exchange machines (these are for currency sale transactions only).

ATMs - Automatic Teller Machines (Multibanco)
Portugal has a national network of cash machines (ATMs) identified by the symbol MB (Multibanco) or ATM, from which you can withdraw cash 24 hours a day.

Credit cards
In Portugal, the most commonly used credit cards are:
Visa, American Express, Diners Club, Europay/MasterCard, JCB, and Maestro.
If your Visa or MasterCard credit card is lost or stolen, contact the following telephone numbers for assistance:
- Visa: Tel. 800 811 107
- MasterCard: Tel. 800 811 272

Banks
Banks are open from 8.30 a.m. to 3 p.m., five working days a week. Portugal has a national network of cash machines (ATMs) identified by the symbol MB (Multibanco), or ATM, from which you can withdraw cash 24 hours a day.
9. **LIVING IN THE U.S.**

9.1. **SOCIETY AND CULTURE**

**Characteristics of Americans**

It is not easy to make generalizations about the United States — above all, it is a land of diversity. The size of the country, its geographic and climatic differences, and the ethnic mix of its people all contribute to its variety. Still, there are a few characteristics you will encounter in “typical” Americans from the Atlantic to the Pacific.

For example, Americans tend to value their individuality, to think themselves the equal of any other man or woman, and to believe they are masters of their own destiny. They feel free to speak their minds on most subjects and are often astonishingly frank in expressing political opinions, cherishing above all other rights the freedom of speech guaranteed by the United States Constitution. They are direct in their communications; they ask questions when they need information; they say “no” when they mean no. Americans do not commonly exhibit class consciousness or make distinctions amongst themselves along class lines. If anything, the vast majority identify themselves as belonging to the middle class. Except for perhaps the very rich or very poor, Americans do not usually feel that their success in life will be determined by the social class into which they were born and do not usually show excessive deference or superiority to each other in public situations.

Americans appear open and friendly at first meeting, but this means only that they are pleased to make your acquaintance; it may or may not lead to true friendship. They are informal; they often introduce themselves by their first names and call others by their first names on very slight acquaintance. In professional situations, however, it is preferable to address people using their title and last name (e.g., Dr. Smith, Ms. Jones) until they ask you to use their first name. Americans tend to stand at least an arm’s length apart when conversing and are not inclined to touch one another, except to shake hands upon greeting one another. They value their privacy and rarely visit, even good friends, without telephoning first.

**Appointments/Punctuality**

It is always appropriate to make an appointment before visiting someone, particularly at an office. It is best to be on time for appointments. When they are professional in nature—an appointment with a doctor or a colleague at the university—you should appear within 5 minutes of the time you have agreed upon. On social occasions, especially when the invitation is for a meal, plan to arrive no more than 10 to 15 minutes after the appointed hour (but never before the hour—the hosts may not be ready). In both cases, be sure to telephone if you are unavoidably delayed. Remember that public events such as concerts and university classes begin promptly at the scheduled time.

**Invitations**

If you accept an invitation or make an appointment, it is very important that you appear as promised since your hosts will have taken considerable trouble to prepare for your visit, and professional people will have arranged their schedules to accommodate you. It is perfectly acceptable to decline an invitation if it is not convenient for you, but some response is always called for. On a formal, written invitation, “RSVP” means “please reply.” It is not necessary to bring a gift unless the occasion is a birthday or Christmas party or perhaps if the invitation is for an entire weekend. In these cases, a simple, inexpensive gift of flowers, candy, a bottle of wine, or a small souvenir from your own country would be appropriate. A thank-you note to your host or hostess, especially following an overnight visit, is considerate. If you have been invited to go out for a meal, you should assume that all parties will pay for themselves, unless the invitation included a specific offer to pay for your food.

**Dietary Restrictions**

If health or religious beliefs restrict the foods that you can eat, you should feel free to explain this when you accept an invitation to visit. Such preferences are always understood; your host or hostess will usually be happy to take them into account when the menu is planned. You can also be assertive about dietary preferences or restrictions in a restaurant. Many places will try to accommodate your request.

**Smoking Restrictions**

It is now quite common in the United States for cigarette smoking to be either restricted or completely prohibited in public places. This includes restaurants, airplanes and other public transportation, theaters, stores, museums, and many office and university buildings. Cigar and pipe smoking are almost always prohibited. You should also be aware that Americans often object to guests smoking in their homes, and it is considered a courtesy to inquire whether your host will mind before you “light up.”

**Asking Questions**

Probably the best advice this handbook can give is to suggest you ask questions whenever you need guidance or information. Americans do so freely and never think that inquiries are a sign of ignorance or weakness. On the
contrary, questions indicate interest, and you will find most people glad to be of help.

9.2. CULTURAL DIVERSITY IN THE UNITED STATES

The United States is one of the most culturally diverse countries in the world. This cultural diversity stems from having had a steady flow of immigration from different parts of the world for over 150 years, which contributed to the already existing culture. These immigrant populations have influenced both the cultural as well as the physical landscape of their environment. The degree to which each group's influence is felt depends on the density of a given ethnic group and the length of time that the community has been in the United States.

Interesting statistics of United States households (citizens and non-citizens) from the 2000 United States Census were that 11% of people living in the United States are foreign born and 18% of households speak a language other than English at home. The largest groups of immigrants in the last ten years have been from: Mexico (25%, nearly 2 million), the Caribbean (11%, 836,200), China/Hong Kong/Taiwan (6.6%, 501,000), South America (5.8%, 443,000), Philippines (5.7%, 432,100), Central America (5.5%, 422,200), India (4%, 311,100) and Middle East/Central Asia (3.6%, 274,000). The Latin American community in the United States, which includes immigrants and United States native-born descendants, has become the largest minority group with over 35 million people (13.5%), followed closely by the African-American community with 34 million people (13.1%).

The United States Census Bureau is mandated by the U.S. Constitution to take a count of everyone living in the U.S. every ten years. Climate, as well as geography, are other factors that play a role in the cultural diversity of the United States. This is reflected in the lifestyle differences found in the various regions of the United States expressed through their choices in architecture, cuisine, leisure activities, etc.

Hours of Business

Offices are usually open from 9 a.m. to 5 p.m., Monday through Friday, with employees taking an hour for lunch sometime between noon and 2 p.m. Banks are generally open to the public only until 2 or 4 p.m. and most have automatic teller machines that dispense cash from your account or accept deposits 24 hours per day.

Shops open about 9:30 a.m. and remain open continuously until 5:30 or 6 p.m., often until 9 p.m. one evening per week. All are open Monday through Saturday, and usually from noon to 5 p.m. on Sundays.

Electricity

Electrical current in the United States is produced at 110 volts, 60 cycles. Appliances manufactured for other voltages can be operated only with a transformer. Even so equipped, appliances with clocks or timers will not function properly, nor will television sets not built for the U.S. color system (N.T.S.C.).

Climate

Because of its size and geographical diversity, the climate in different parts of the United States varies widely. To a certain extent, Americans are insulated from weather extremes.

Homes, offices, cars, and buses are routinely air conditioned in the warmer parts of the country, and central heating is the rule everywhere. Indoor temperatures are thus maintained at 20–22 °C (68–72 °F).

Tipping for service

There are a number of circumstances in the United States when tipping is expected and, in fact, where tips make up a substantial portion of the wage of the person involved. Although tipping should be based on the quality of the service rendered, most people tip as follows:

- to porters at airports and train or bus stations, $1 per piece of luggage (unless a set fee is posted in the terminal);
- to bellboys who show you to your room and carry your luggage in hotels, a minimum of $1;
- to waiters or waitresses in restaurants, 15-20 percent of the bill (for large groups, a service charge may already be included in the bill);
- to taxi drivers, 10-15 percent of the fare;
- to barbers or hairdressers, 10–20 percent of the bill.

Unless they perform some unusual service for you, you need not tip hotel clerks, doormen, or chambermaids, nor is it customary to tip gas station attendants, theater ushers, bus drivers, or airline personnel. If you do not wish the services of a porter or bellboy, you can simply indicate your preference to handle your luggage yourself. Under no circumstances should you offer a tip to public officials, including police officers; this may be looked upon as an attempt to bribe the official and could have serious consequences.

Telephones

The telephone system in the United States is composed of many privately owned but cooperating companies.
The system is effective, and a good deal of business is conducted over the telephone. One can reserve hotel rooms, make travel reservations, buy theater tickets, and shop for any item one might want without leaving home.

Telephone numbers in the U.S. contain 10 digits: a 3-digit area code, a 3-digit number for the local exchange (occasionally 2 letters and 1 digit), and a 4-digit number for the individual subscriber. Under the system, the United States is divided into many small regions or areas, each reached by an area code that must be dialed whenever you are calling outside your local area. Usually when you call a local number, only the exchange and individual subscriber number must be dialed.

In some large metropolitan areas that span more than one area code, it may be necessary to dial the area code, as well, even if it is within the same area code. In most locations it is necessary to dial “1” before the area code if calling outside your local area. Be careful not to confuse the letter “I” with the numeral “1” or the letter “O” with the numeral “0” (zero).

When calling outside your local area, or “long distance,” it is least expensive if you dial direct at night without using an operator. Calls from hotels often include a substantial service charge. All numbers in the United States can be dialed directly (i.e., without operator assistance), and overseas calls can also be dialed from many local exchanges. To ask an operator for assistance, dial “0.” He or she will be able to give you the area/international code for the city/country you wish to call and place “collect” calls (which are billed to the person called) and “person-to-person” calls (which incur a charge only if the person you wish to speak to is present, even if the phone is answered). It is also useful to remember that you can save about 35 percent of the cost if you dial domestic long-distance calls after 5 p.m. and 60 percent if you call between 11 p.m. and 8 a.m. on weekdays, all day on Saturday, and before 5 p.m. on Sundays or holidays. (This may vary, however, according to the long-distance provider you choose.) Some businesses in the United States have “800” or “888” as an area code; such numbers can be dialed (preceded by “1”) without charge to the caller from anywhere in the United States. You can obtain a local number by calling “Information” (dial “411”) and a long-distance number by dialing the area code followed by 555-1212. The services usually carry a small charge.

In case of emergency, call the operator (dial “0”), and ask for the police, fire department, or an ambulance. In many cities, there is a special number (usually “911”) to use in the event of an emergency. It can be dialed from a pay phone without the use of coins. Public coin-operated telephones can be found on the street and in railroad and bus stations, airports, hotels, restaurants, drugstores, and other public buildings.

Prepaid telephone debit cards are available almost everywhere in the United States. With them, you may place local, long-distance, and international calls from any location without the necessity of coins for a pay phone or a long-distance account with a U.S. telephone company. You may purchase these cards in $5 and $10 increments at convenience stores, supermarkets, drug stores and post offices or through your local telephone company.

Telephone Answering Machines and Voice Mail
Telephone answering machines or voice mail are in frequent use in many U.S. homes and offices. Although this may seem impersonal at first, you will soon become accustomed to this practice and learn to leave comprehensive messages.

Cellular/Mobile Telephones
Cell Phones are very popular and you can find very competitive prices or package deals. There are also many styles of telephones at different prices that offer a variety of features beyond cell phone use. Unlike in other countries, where prepaid phone cards are popular, in the U.S. you will need to purchase a service plan including pre-paid or pay as you go plans. Some systems in the U.S. require a 2-year service agreement to get the best price; however, terminating the contract early carries a high penalty that may actually make the contract more expensive. Service Agreements carry a number of minutes of services you agree to purchase per month. If you go over your agreed allotment you will be charged by the minute at a much higher rate. Be sure to purchase the amount of minutes that will serve your usage needs. You will need to read the contract carefully and sign only for services that you will need.

Internet Access
You may choose to have a computer at home and will need to have access to the internet. Most telephone companies offer some form of DSL (Digital Subscriber Line) access for an increased price to your telephone bill. You may also purchase a high speed Internet connection through your television cable company. If high speed internet connections are beyond your price range, most internet service providers (ISPs) still offer traditional dialup connections for lower prices. There is a large variety of internet providers available and you should shop around first before deciding.

Fax and Electronic Mail
Americans frequently communicate with others by facsimile (fax) machine or electronic mail (e-mail). It is becoming increasingly popular to seek out information and communicate with others by computer. E-mail allows you to correspond with anyone in the world with an Internet account. The World Wide Web, newsgroups, and online forums allow you to obtain news and specialized information. Ask your host institution about acquiring and using an Internet account. Sending information by fax is a common way to conduct business because it is quick and costs the same as a telephone call. Fax machines are available in most college and university departments. Some stores also provide fax services for a modest fee.

**Media in the U.S. (Newspapers, Radio, Television, Web)**

The press in the United States is independent and free of governmental control. The editorial policy of each TV or radio station or newspaper is determined by its owners. Most are supported financially by advertisers, although there are “public” TV and radio stations that broadcast no commercials and are supported by contributions from individuals, foundations, and corporations. Public TV usually features more educational and cultural programs than the commercial stations.

Local newspapers, daily and weekly, abound, but it is also possible to purchase or subscribe to daily papers of regional or national stature. Among the latter, The New York Times is best known for general news coverage; The Wall Street Journal, for financial and business news.

There are four nationwide TV/radio networks (NBC, CBS, ABC, and Fox), each with affiliated local stations that carry almost all the networks’ programs. These are in addition to independent local commercial and public stations. In most areas, therefore, one can choose from among 6 to 10 stations. There is no fee for TV or radio usage unless one subscribes to a “cable service,” which offers such special programming as recent movies and CNN and requires the installation of special equipment. CNN and the public access stations in your area often broadcast news in a variety of foreign languages. They may provide more information about current events in your home country than is available in the local newspapers. Most national and local newspapers, radio and TV stations operate Websites which feature news, weather, sports, blogs, etc.

### 9.3. About Pittsburgh

Pittsburgh, Pennsylvania, located in the United States, is the second largest city in the state and is the county seat of Allegheny County. Its population was 334,563 at the 2000 census; by 2006, it was estimated to have fallen to 312,819.

The characteristic shape of the city's downtown is a triangular tract carved by the confluence of the Allegheny and Monongahela rivers, where the Ohio River forms. The city features 151 high-rise buildings, 446 bridges, two inclined railways, and a pre-revolutionary fortification. Pittsburgh is known colloquially as "The City of Bridges" and "The Steel City" for its many bridges and former steel manufacturing base.

While the city is historically known for its steel industry, today its economy is largely based on healthcare, education, technology, robotics, and financial services. The region is also becoming a hub for oil and natural gas companies' Marcellus Shale production. The city has made great strides in redeveloping abandoned industrial sites with new housing, shopping and offices, such as the SouthSide Works. While Pittsburgh faced economic troubles in the mid 1980s as the steel industry waned, modern Pittsburgh is economically strong.

The city is also headquarters to major global financial institutions like PNC Financial Services (the nation's fifth largest bank), Federated Investors and the regional headquarters of The Bank of New York Mellon, itself partially descended from Mellon Financial and once had strong ties to the Mellon family.

In 2007, Forbes magazine named Pittsburgh, in an eight-way tie, the 10th cleanest city, and in 2008 Forbes listed Pittsburgh as the 13th best city for young professionals to live.

**In 2007, Pittsburgh was named "America's Most Livable City" by Places Rated Almanac. Furthermore, in 2009, Pittsburgh was named most livable city in the United States and 29th-most livable city worldwide by The Economist.**
9.3.1. CLIMATE

Pittsburgh falls in the transition between humid continental and humid subtropical climates. It features four distinct seasons, with precipitation somewhat evenly spread throughout the year. Summers are hot and humid (with occasional heat waves), while winters are cold and snowy. Fall and spring are mild to warm.

The warmest month of the year in Pittsburgh, as in most of the northern hemisphere, is July. The average high temperature is 83 °F (28.3 °C), with overnight low temperatures averaging 62 °F (16.7 °C). July is often humid, resulting in a considerable heat index. The coldest month of the year is January, when the average high temperature is 35 °F (1.7 °C). Overnight low temperatures average 20 °F (−6.7 °C). The highest temperature ever recorded in Pittsburgh was 103 °F (39.4 °C), on July 16, 1988, and the coldest temperature ever recorded was −22 °F (−30.0 °C), on January 19, 1994.

Due to its position on the windward side of the Allegheny Mountains, Pittsburgh receives heavier precipitation than cities located further to the west, and many days are subject to overcast skies. Precipitation is greatest in May, due to frequent thunderstorms and more organized low pressure systems which track up the eastern coast of the United States.

9.3.2. CITYSCAPE

The city can be broken down into the Downtown area, called the Golden Triangle, and four main areas surrounding it. These four surrounding areas are further subdivided into distinct neighborhoods (in total, Pittsburgh contains 90 neighborhoods). These areas, relative to downtown, are known as the North Side, South Side/South Hills, East End, and West End.

Downtown Pittsburgh is tight and compact, featuring many skyscrapers, 9 of which top 500 ft (152 m). U.S. Steel Tower is the tallest at 841 ft (256 m). The Cultural District comprises a 14 block area of downtown along the Allegheny River. It is packed with theaters and arts venues, and is seeing a growing residential segment. Downtown is serviced by the Port Authority's light rail and multiple bridges leading north and south. It is also home to Point Park University, The Art Institute of Pittsburgh, Pittsburgh Culinary Institute, a Robert Morris University branch campus and Duquesne University which is located on the border of Downtown and Uptown.

Neighborhoods

The North Side is home to various neighborhoods in transition. What is known today as Pittsburgh's North Side was once known as Allegheny City and operated as a city independently of Pittsburgh. Allegheny City merged with Pittsburgh under great protest from its citizens. The North Side is primarily composed of residential neighborhoods and is noteworthy for well-constructed and architecturally interesting homes. Many buildings date from the 19th century and are constructed of brick or stone and adorned with decorative woodwork, ceramic tile, slate roofs and stained glass. The North Side is also home to many popular attractions such as Heinz Field, PNC Park, Carnegie Science Center, National Aviary, Andy Warhol Museum, Mattress Factory installation art museum, Children's Museum of Pittsburgh, Penn Brewery and Allegheny Observatory.

The South Side was once an area composed primarily of dense inexpensive housing for mill workers, but has in recent years become a local Pittsburgher destination. In fact, South Side is one of the most popular neighborhoods in which to own a home in Pittsburgh. The value of homes in the South Side has increased in value by about 10 percent annually for the past 10 years. The South Side's East Carson Street is one of the most vibrant areas of the city, packed with diverse shopping, ethnic eateries, pulsing nightlife and live music venues. In 1993 the Urban Redevelopment
Authority of Pittsburgh purchased the South Side Works steel mill property, and worked together with the community and various developers to create a master plan for a mixed-use development including a riverfront park, office space, housing, health-care facilities, and the Pittsburgh Steelers and Pitt Panthers indoor practice fields. Construction began in 1998, and the Southside Works is now open for business with many stores, restaurants, offices, and the world headquarters for American Eagle Outfitters.

The East End is home to the University of Pittsburgh, Carnegie Mellon University, Carlow University, Chatham University, The Carnegie Institute's Museums of Art and Natural History, Frick Art & Historical Center (Clayton and the Frick art museum), Phipps Conservatory, Soldiers and Sailors Memorial Hall, and the Pittsburgh Zoo and PPG Aquarium. The neighborhoods of Shadyside and Squirrel Hill are large, wealthy neighborhoods featuring large shopping/business districts. Oakland, heavily populated by undergraduate and graduate students, is home to most of the universities, Schenley Park and the Petersen Events Center. Bloomfield is Pittsburgh's Little Italy and is known for its Italian restaurants and grocers. Lawrenceville is a revitalizing row house neighborhood popular with artists and designers, which is expected to benefit from the recent new construction of a new Children's Hospital. The Strip District is an open-air marketplace by day and a clubbing destination by night.

The West End includes Mt. Washington, with its famous view of the Downtown skyline and numerous other residential neighborhoods like Sheraden and Elliott.

9.3.3. TRANSPORTATION

Pittsburgh is a city of bridges with a total of 446. Pittsburgh has 9 bridges less than Venice, Italy – which has historically held the title "City of Bridges". Around 40 bridges cross the three rivers near the city. The southern "entrance" to Downtown is through the Fort Pitt Tunnel and over the Fort Pitt Bridge. The Panhandle Bridge carries the Port Authority's 42-S/47-L/52 subway lines across the Monongahela River. Over 2,000 bridges dot the landscape of Allegheny County.

The main highway connecting Pittsburgh to the Pennsylvania Turnpike (I-76) on the east is I-376, locally known as the "Parkway East". I-376 also connects to Interstate 79 to the west and is known as the "Parkway West". I-279, the "Parkway North", connects the city with points north. I-76 (Pennsylvania Turnpike), I-79, and I-70, roughly form a triangular-shaped "beltway". Navigation around Pittsburgh can also be accomplished via the Pittsburgh/Allegheny County Belt System.

Airport

The city is served by Pittsburgh International Airport (IATA: PIT) about 10 miles (16 km) to the west in Findlay Township. Carnegie Mellon is located in the Oakland neighborhood of Pittsburgh, approximately 20 miles from the Greater Pittsburgh International Airport. There is a public bus service (PATTransit, Bus #28X) directly from the airport to the Carnegie Mellon campus. The bus departs from the lower level of the airport. The final stop the bus makes is in front of Morewood Gardens Residence Hall on the Carnegie Mellon campus. Please visit the PAT website for more information:


Public transportation

Port Authority of Allegheny County, commonly known as the Port Authority, but sometimes referred to by its former nickname "PAT" or "PAT Transit", is the region's mass transit system. Port Authority runs a network of inter and intracity bus routes, the Monongahela Incline funicular railway (more commonly known as "inlines") on Mount Washington, a light rail system that runs mostly above-ground in the suburbs and underground as a subway in the city, and one of the nation's largest busway systems.

The city has Amtrak intercity rail service via the Capitol Limited and the Pennsylvanian at Pennsylvania Station, also known as Union Station. Current freight railroads include CSX and Norfolk Southern. Enhancements to allow for high speed rail transit connections to Philadelphia and the Northeast Corridor are underway as part of the American Recovery and Reinvestment Act of 2009.

Transportation to Carnegie Mellon Campus
Carnegie Mellon is located at the junction of three major neighborhoods (Shadyside, Squirrel Hill, and Oakland) and is within walking distance of restaurants and shops. For traveling longer distances, you may want to consider using a bike, bus, or taxi.

Local Buses
The easiest and least expensive means of transportation in Pittsburgh is the local bus transportation provided by the Port Authority of Allegheny County (PAT). Schedules for the various routes throughout the city may be obtained from the Information Desk in the University Center (on campus), by going to the PAT website or by calling PAT customer service at (+1) 412-442-2000 and asking specific questions such as, “How do I get from CMU to the Waterfront shopping center?” Also, Google Transit provides very good public transportation information service for selected U.S. cities, including Pittsburgh.

Students
All degree-seeking students are charged a Port Authority Fee of approximately $35 per semester. Your ID will show a small picture of a bus, which will serve as a bus pass, good for unlimited free use of the entire city bus system including the “T” (the subway between downtown, the South Hills and the inclines). Family members may find it economical to purchase coupons for a weekly, a monthly, or even a yearly bus pass. Passes can be purchased on campus at the CMU University Center Information Desk, at the PAT office downtown, or at local banks, department stores, and grocery stores.

Carnegie Mellon Shuttle
Carnegie Mellon operates a shuttle service daily during the regular academic terms from 6:45 a.m. to 10:45 p.m. between campus and nearby off-campus locations. There is also an escort service available from 6:30 p.m. to 6:40 a.m. The shuttle follows a designated route and the escort service operates within a 1.5-mile radius of campus. All students and their dependents may use these services for free. More information about these services is available from University Police.

9.3.7. PURCHASING A CAR
Owning a car in the U.S. can be expensive. There are ownership costs (purchase price, taxes, depreciation, finance charges, registration, insurance, license fees, parking, etc.) as well as operating costs (gas, oil, annual inspections, engine maintenance, tires, etc.). If you’d like to research this option, Consumer Reports Magazine and Car and Driver Magazine are good resources. You can also visit http://www.carseverything.com and http://www.nada.com for more information. Automobile insurance rates for people who are new to the U.S. are usually inflated until a driving history has been established. Be aware that parking on campus is very difficult and costly to obtain and is limited in many residential neighborhoods close to campus. Obtaining a Pennsylvania driver’s license may also be difficult. Do not purchase a car without first determining if you’ll be able to obtain a Pennsylvania driver’s license, which you must have before you are able register the car. You may wish to discuss auto insurance for the U.S. with your current auto insurance company at home.

9.3.8. PENNSYLVANIA DRIVER’S LICENSE
You will only be able to receive a Pennsylvania driver’s license if your I-20, DS-2019 or H-1B status is valid for more than one year. If you will stay less than one year, and you would like to drive, you must bring your valid current home-country license and the international drivers permit (in English). Students and scholars who will stay for more than one year should apply for the Pennsylvania Driver’s License soon after arrival. To receive a driver’s license, you will need to pass (1) a vision test and physical exam, (2) a written knowledge test, and (3) a driving test.
9.3.10. MONEY

You should arrive with $2500 to $3500 in traveler's checks to cover initial costs. You should also carry a small amount ($100-$300) of U.S. currency ($1 and $5 bills) and coins. These funds will be used for your arrival expenses such as taxis, meals, books, supplies, and other personal needs. For your protection, it is best to carry any large sums of money in the form of traveler's checks (NOT in CASH); be sure to sign your name on each check. If you bring a bank draft or a foreign check to open an account, you cannot draw upon it for 2 to 3 weeks, so do not rely upon these funds for immediate cash. After you have established an account, you may have money wired directly from your home bank to your Pittsburgh bank. Since wiring fees can be expensive (check with your bank in advance!), consider wiring only large sums.

If you have major credit cards, bring them. Since you have no credit history in the U.S., initially it will be difficult or even impossible to obtain a credit card even if you have a credit card in your home country.
10. USEFUL ADDRESSES

OIE - Office of International Education at Carnegie Mellon University:
http://www.cmu.edu/oie/index.html
Office of International Education
Carnegie Mellon University
Warner Hall, Third Floor
Pittsburgh, PA 15213

Governmental Agencies in Portugal

![SEF](http://www.sef.pt)

![ACM](http://www.acm.gov.pt/acm)

![Loja do Cidadão](https://www.portaldocidadao.pt/web/lojas-edc/lojas)

Embassies in Portugal
https://embassy.goabroad.com/embassies-in/Portugal

Courses of Portuguese language for foreigners

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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.

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 through the CONNECT program, which offers 20+ programs and networking events per year.

CONNECT membership program:
- It is a membership that helps internationals living in the Pittsburgh area to adjust to life in the U.S. and also to see what Pittsburgh has to offer. It introduces internationals to Americans who are interested in sharing their knowledge of Pittsburgh and the USA.
- GlobalPittsburgh’s members have opportunities to see live theater and classical music concerts for free.
- A popular part of the CONNECT membership is having the opportunity to meet Americans for dinners in their home, and one of the most interesting days to meet a family for dinner is during the Thanksgiving Day holiday in November.
- GlobalPittsburgh arranges group activities about twice a month throughout the year that may be free, but if an activity will not be, it will likely be discounted from the original price.

GlobalPittsburgh’s international student members come from several universities and the majority of members are graduate students.

More information on the program: www.globalpittsburgh.org