To: Faculty in EECS  
From: Stuart Russell, EECS Chair & Costas Spanos, EE Chair

Given the severe budget cuts now being imposed on the campus, the College, and the Department, EECS is reviewing a broad range of its traditional services and costs. Among these are the significant staff time/cost associated with bringing in Visiting Scholars, Visiting Student Researchers, and Paid-Direct Postdocs – three types of Visitors whose cases are processed strictly within the Department.

Visiting scholars and their research contributions form an integral part of our enterprise, and we are committed to ensuring their continued presence among us. To provide for the relevant staff support going forward, an EECS Visiting Scholar/Paid-Direct Postdoc Processing Fee will become effective on August 1, 2009. The processing fee is due at the time of your request for the Visitor’s appointment, via an IOC (completed and signed), and is not rechargeable to the Visitor. This fee is in addition to any required visa processing fees or University services fees.

To ensure completion of the lengthy application process for an on-time arrival, submit your Visitor appointment request by the following deadlines, with full specifics, and with the applicable fee.

<table>
<thead>
<tr>
<th>Type of Visit</th>
<th>Visa?</th>
<th>Request due from Faculty Host</th>
<th>EECS Processing Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vis. Scholar, Vis. Student Researcher, or Paid-Direct Postdoc: Initial Appointment</td>
<td>Visa is required</td>
<td>5 months ahead of requested Start date*</td>
<td>$500</td>
</tr>
<tr>
<td>Vis. Scholar, Vis. Student Researcher, or Paid-Direct Postdoc: Initial Appointment</td>
<td>Candidate is a U.S. Citizen or permanent resident</td>
<td>3 months ahead of requested Start Date*</td>
<td>$350</td>
</tr>
<tr>
<td>Appointment Renewal</td>
<td>Visa is required</td>
<td>3 months ahead of initial appt End date*</td>
<td>$400</td>
</tr>
<tr>
<td>Appointment Renewal</td>
<td>Candidate is a U.S. Citizen or permanent resident</td>
<td>2 months ahead of initial appt End date*</td>
<td>$250</td>
</tr>
</tbody>
</table>

*A surcharge fee of $500 will be assessed for any complete appointment or renewal request received with less advance notice than that stated above, or delayed due to insufficient information from Host or Candidate.*

With the signed IOC showing funding source, include in your request for a Visitor appointment:

- specifics on the proposed Visitor’s qualifications and status
Please note the following:

- A request must be submitted in complete form by the respective due date. Incomplete requests, or delayed receipt from Host or Candidate of required information, subject the case to the surcharge fee.

- Offers of appointment (oral or written) can be extended to a Scholar only after the case has been processed through the Department, College, BIO (when applicable), and campus, and approvals received.

- The Scholar’s activities can begin only after the appointment process is completed, including signing of the State Oath of Allegiance, (when applicable) Patent Policy & Acknowledgement and necessary Berkeley International Office (visa-related) documents when applicable.

Details on Visiting Scholar, Visiting Student Researcher, and Paid-Direct Postdoc appointments in EECS are at: [http://www.eecs.berkeley.edu/Visiting/Scholars/](http://www.eecs.berkeley.edu/Visiting/Scholars/). Please review that information at your earliest opportunity.

Thank you for your cooperation with this new policy.

cc: Kate Riley, Director of Operations  
Josephine Williamson, EECS Financial Analyst  
Jean Richter, EE Academic Personnel  
Debra Zaller, CS Academic Personnel  
Heather Levien, EE Academic Personnel / Visiting Scholar Specialist  
Lydia Briedis, CS Academic Personnel / Visiting Scholar Specialist