Visiting Scholar/Paid Direct Postdoc Processing Fee

Given the severe budget cuts imposed on the campus, the College, the Department, and the recent transfer of non-academic HR services to CSS, NE has changed 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, Visiting Industrial Fellows, and *Paid-Direct* Postdocs – four types of Visitors whose cases are coordinated by 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 NE **Visiting Scholar/Paid-Direct Postdoc Processing Fee** was approved effective on October 1, 2011.

The NE processing fee will be charged to the Faculty inviting the visitor before the case is submitted to CSS. This fee is in <u>addition</u> to any required visa processing fees or University services fees. Berkeley International Visa processing fees are $410** and the current rate of $400 for University Services fees will remain in place until June 30, 2014. And, beginning July 1, 2014, this fee will be raised to $500 for initial and renewals. University Service fees do not apply to Post-Doc appointments*.* (If the Faculty host wishes to pay all or part of the fees associated with the visit, including extensions or expedite fees, he/she will need to provide a chart-string/account number at the time of the request.) All Scholars, including Postdoc's will be responsible for a $20 key/card key activation fee.

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.

Type of Visit	Visa?	Request due from Faculty Host	NE. Processing Fee*
Visiting Scholar, Visiting Student Researcher, Visiting Industrial Fellow, or Paid-Direct Postdoc: *Initial Appointment*	**Visa is required**	**5 months before** requested **Start** date*	**$500**
Visiting Scholar, Visiting Student Researcher, Visiting Industrial Fellow, or Paid-Direct Postdoc: *Initial Appointment*	Candidate is a **U.S. Citizen or permanent resident**	**3 months before** requested **Start** Date*	**$350**
Appointment *Renewal*	**Visa is required**	**3 months before** initial appt **End** date*	**$400**
Appointment *Renewal*	Candidate is a **U.S. Citizen or permanent resident**	**2 months before** initial appt **End** date*	**$250**

Include in your request for a Visitor appointment:

- o specifics on the proposed Visitor's qualifications and status
- o description of purpose of visit and the benefits to NE/Campus and the visitor
- o current c.v.
- o his/her contact information
- o the space you will arrange for your Visitor
- o requested dates for the visit (Cannot be retroactive)
- o appointments are only granted on a yearly basis; renewals can be requested towards the end of the first year (all applicable extension fees for processing, etc. will apply)
- o completed and signed IOC covering the NE processing fee

Please note the following:

❖ A request must be submitted in complete form by the respective due date.

❖ Offers of appointment (oral or written) can be extended to a Scholar only <u>after</u> the case has been processed through the Department, College, Berkeley International Office (when applicable), and campus, and approvals received.

❖ Effective 09/01/10, the campus minimum for Post-Doc salary is $37,740 annually or $3,145.00 per month. The salary from the Post-Doc Paid Direct must come from a form of a fellowship and not from his/her employer or personal funds.

❖ Faculty who sponsors Post-Docs Paid Direct are responsible for paying the monthly fees for the following benefits: 1) Accidental Life 2) Short-Term Disability and 3) Workers' Compensation. The current monthly fee is $33.04. The Faculty must provide a chart-string to cover these fees.

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