

## AMERICAN UNIVERSITY OF BEIRUT

### *New Faculty Information Handbook*

Welcome to the American University of Beirut (AUB)! You have accepted a position at a higher educational institution located in one of the most vibrant parts of the world. We hope you will be an active participant in our pursuit of academic excellence and that you will find AUB a fruitful place to pursue your professional and academic career.

This handbook is designed to make your transition to life at AUB and in Lebanon as smooth and trouble-free as possible. You will find detailed information and helpful tips on travel, documentation, communication, campus facilities, housing, and schooling, as well as a list of suggested books on AUB, Lebanese history, and on daily life and travel in Lebanon. It is impossible to anticipate every question or concern that might arise. If necessary, your respective dean's office and departmental chairpersons can answer additional questions.

#### ***AUB and Lebanon***

Ras Beirut, frequently mentioned in the following pages, is the neighborhood in which the University is located. It is a mixed residential and commercial area, and can easily be covered on foot.

#### **MAKE YOUR TRAVEL ARRANGEMENTS EARLY AND BE SURE YOU HAVE ALL THE NECESSARY DOCUMENTS WITH YOU!**

Appointees may make their own travel arrangements within the allowance given by AUB. On request, the travel allowance can be sent directly to you, after the signed letter of appointment has been returned to the Human Resources Department in Beirut. Should you need information about travel procedures, you may contact Ms. Julie Millstein in the NY office (tel. 212-5837678, email: [mills@aub.edu](mailto:mills@aub.edu)) or Director of the Auxiliary Services in the Beirut campus (FAX 961 1 744471, e-mail: [auxserv@aub.edu.lb](mailto:auxserv@aub.edu.lb)).

Personal effects may be transported to Beirut by either air or sea. It is assumed that most of you will travel by air and will stay within or close to the AUB shipment allowance. Families who plan to ship large amounts of furniture should get additional advice from the AUB Office in New York or the Supply Department, Shipment & Clearance Section in Beirut (tel/fax: 961-1-341276, e-mail: [supply@aub.edu.lb](mailto:supply@aub.edu.lb)). Be sure to notify AUB well in advance of your packing and shipping arrangements so that you may be advised of any changes and given current information concerning documents needed. Remember that you need complete packing lists detailing the contents of everything that you ship. (For information on clearing personal belongings through customs, see pp. 4-6.)

In all cases the Beirut Human Resources Department (Campus) or the New York Office should be informed well in advance of your travel arrangements. Keep in close contact with the dean of your Faculty and the chair of your department. Before coming to Beirut it is important to fax the appropriate dean's office in Beirut or the New York Office at least one week prior to the travel date to inform them of the time of arrival, the name of the airline, and the flight number.

**Bring all the relevant documents with you.**

Make absolutely sure you have all the necessary documents with you to help make your arrival smooth and easy.

**Pre-Appointment Medical Examination**

The University requires of each candidate for appointment a completed medical examination to be performed by the candidate's private physician and reported on special AUB forms, which must then be approved by the Director of the University Health Services before final acceptance is granted.

The University will reimburse up to \$300 of the cost of the examination (including X-ray and laboratory tests). Candidates from the U.S.A. and Canada who forward their reports directly to the New York Office should send itemized and receipted bills.

All other candidates should send their bills to the Director of Human Resources in Beirut.

*Please complete this medical exam as early as possible. Your contract cannot be processed before it arrives at the Beirut Human Resources Department (Campus).*

**Letter of Appointment**

An official letter of appointment will be sent from Beirut after the medical examination report has been approved. Until the letter of appointment has been signed and returned to the Human Resources Department (Campus), AUB cannot be responsible for travel or any other expenses or for premature liquidation of personal affairs, positions, property, etc.

**Passport**

Each candidate and each accompanying family member must be in possession of a passport that will remain valid for at least eighteen months after the date of arrival. Note that at present entering Lebanon with an Israeli visa in your passport is illegal according to Lebanese law. If you have such a visa in your current passport, please obtain a new passport.

## **Visas**

AUB will provide you, prior to your arrival in Lebanon, with a copy of the work entry visa. Copies of the work entry visa, visas for each accompanying family member, and the air carrier ticket, should be presented to the Lebanese Visa Section at the airport upon arrival. A visa fee of LL50,000 (ca. \$33) is currently charged at the airport for each passport upon arrival. The University will reimburse these expenses.

Citizens of countries other than Lebanon must enter the country on a work entry visa and **not** on a tourist visa. **Entry on a tourist visa will cause considerable difficulties later, so please avoid this if at all possible.**

For further information on visas, see Attachment I.

## **Other Useful Documents and Materials**

Valid Driver's License - Bring your own driver's license as it may be useful until you can secure a Lebanese license. International drivers' licenses for use in other countries may be obtained in Lebanon at the office of the Automobile Club of Lebanon (ACL) on Sadat Street, but only an international license secured outside the country is valid in Lebanon.

Passport Photos - Passport photos are always useful for additional visas, renewal of work and residence permits, club memberships, etc. Be sure to bring at least twelve photos with you for various visa and university-related documents. Additional photos may be made at any of the many photography shops located in the Ras Beirut area for the cost of about \$7 for 6 photos.

Business Cards - Lebanese customarily hand out professional cards: you may want to bring your own. All full-time faculty members are entitled to AUB business cards. They are usually paid for by the department and can be ordered by contacting the Purchasing Department at Ext. 2200.

## **IMPORTANT TIPS TO REMEMBER WHEN MAKING YOUR TRAVEL ARRANGEMENTS**

### **Bring a sufficient amount of cash!**

Make sure you bring with you enough money to carry you through to the end of your first month of employment, as you will not be paid until the end of the first month of the contract. If you bring travelers' checks, make sure you carry the receipts with you, since the banks do not like to cash travelers' checks without

proof of purchase. Alternatively, local banks have ATM machines that accept bankcards or credit cards on the Cirrus and Plus networks.

### **AUB personnel will pick you up at the airport!**

Send flight and arrival information to the University at least one week before the travel date, and AUB will arrange for an employee from the Motor Pool to meet and pick you up at the airport. Look for an individual with a sign bearing your family name. In the event that no one is there to meet your flight, take a taxi to AUB and report to the dean of your faculty or the new faculty coordinator. (Taxis usually charge around \$20 for the trip.) **Be sure to keep the receipt for reimbursement.**

### **What if you have a serious delay of your flight? A missed connection? A sudden change of plans?**

If you arrive at night or early in the morning and are unable to contact anyone at AUB, you can stay at the Mayflower Hotel (Tel: 01-340680/1, 347080, 341007) or the Cavalier Hotel (Tel. 01-353001/6) in Ras Beirut (contingent on room availability). Be sure to introduce yourself as an AUB employee. You can call also the Chief of AUB's Campus Protection office, Captain Shalak : Office 2400 – Home 2847 or mobile phone 03-334307.

## **Dealing with Customs**

### **Think about customs duties when planning what to bring with you to Beirut. Soon after your arrival you will want to clear your personal belongings through customs.**

Whether you send your personal belongings by air or by sea, you will need assistance getting your possessions through customs once you arrive in Beirut. As soon as your shipment arrives, notify the Manager of the Supply Department, (Ext. 2180, e-mail: [supply@aub.edu.lb](mailto:supply@aub.edu.lb)). AUB will deal with customs on your behalf, or you can get the necessary documents and employ a commercial company to retrieve your belongings. Expensive, but perhaps easiest, is to have your shipping company deliver your goods from “door to door,” rather than “door to port.”

### **To clear your belongings through customs you will need certain documents and papers.**

### For Foreign Nationals

1. A certificate of employment at AUB. The Director of Human Resources issues this certificate.
2. A copy of your work entry visa plus a photocopy of the stamped passport showing the details mentioned in the work entry visa and the date of entry into Lebanon.

### For Lebanese Nationals

An affidavit attesting to continuous residence abroad for a period of three years. This needs to be endorsed by the Lebanese Consulate in the country of origin of the shipment. Some consulates have special forms to be filled out.

### For Both Foreign and Lebanese Nationals

1. A packing list of items shipped, endorsed by the Lebanese Consulate of the country of origin of the shipment. Some consulates have special forms for this purpose.
2. An affidavit confirming the place of residence in Lebanon. This may be obtained from the local mayor. A copy of the lease for your residence in Beirut or a statement from AUB regarding your place of residence may be sufficient; this can be obtained from the AUB Housing Department (ext.2120/1, e-mail: ac10@aub.edu.lb).
3. A photocopy of your passport. In some cases, the actual passport may have to be submitted.
4. A copy of the bill of lading or the airway bill.
5. Keys for all trunks, suitcases, and boxes.

Please note that Lebanese customs rates have increased, adding a substantial amount to relocation costs. Preparing the above materials will help exempt most items from customs and therefore may reduce costs. Please contact the Supply Department in Beirut, (tel/fax: 961-1-341276, e-mail: supply@aub.edu.lb) if you have any questions or need assistance in obtaining any of the above documents.

### **Some of your belongings may be exempt from customs duty.**

Clothing, personal effects, household goods and musical instruments imported by persons coming to live in Lebanon are exempt from customs duty provided that:

- a. They have been the property of and used by the appointee or his/her family for more than two years
- b. They are commensurate with the living standard of the importer
- c. They will not be sold in Lebanon unless prior permission is obtained from the customs authorities
- d. The shipment is made at the time the owner travels to Lebanon

**NB** - An individual traveling to Lebanon may bring personal effects and household goods in only one shipment during his stay in Lebanon unless he/she has had more than one residence outside Lebanon and so declares at the time his/her original shipment is cleared. With prior notification, it may be possible to arrange for a second shipment. However, anyone who does have a second residence is advised to make the declaration upon arrival. Consult the Supply Department in Beirut, (ext.2180/1, tel/fax: 961-1-341276, e-mail: [supply@aub.edu.lb](mailto:supply@aub.edu.lb)).

**Some of your belongings WILL be subject to customs duty!**

- a. Anything new and/or unused
- b. Textile goods, such as carpets and hangings
- c. Automobiles and other transportation items, regardless of how long they have been in your possession
- d. Computers, printers, and other electronic goods. It may be cheaper to buy these items in Lebanon than to bring them through customs.

**And, you may have to pay certain additional clearing expenses.**

In all cases of unaccompanied shipments cleared through customs (even though no customs duty may be levied) certain clearing expenses such as lighterage, port taxes, brokerage and portage may be applicable and are the responsibility of the importer.

For further information and assistance, please consult the New York Office or the Supply Department in Beirut, (tel/fax: 961-1-341276, e-mail: [supply@aub.edu.lb](mailto:supply@aub.edu.lb)).

## **DOCUMENTS NEEDED IN LEBANON**

### **The Work Permit and the Residence Permit**

Following your arrival in Lebanon the Human Resources Department (Campus) will assist you in obtaining your residence permit and in renewing your work and residence permits each year. It usually takes around one month to obtain the work permit; an additional fifteen days is necessary for the residence permit. Present all the necessary documents to the Human Resources Department (Campus) to obtain your work and residence permits immediately upon your arrival so that if you want to travel during university holidays, you will be able to do so without delay. This is necessary because you must present your residence permit with your passport at passport control in the airport or other border stations when leaving and entering Lebanon. (For further information see Attachment I.)

### **Documents Needed for Moving around Beirut and the Country**

While living in Beirut or traveling throughout Lebanon, be sure to carry with you some kind of identification. Most important are your passport, your Lebanese residence permit, and your AUB ID, but the residence permit is usually sufficient. Be careful not to lose your residence permit since it is extremely cumbersome to obtain a replacement. The ID Center (ext. 2176) will issue your AUB ID after you sign your contract. You can contact the Records Manager of the Human Resources Department (Campus), located at College Hall, 3<sup>rd</sup> floor, Tel. (961 1 350000 Ext. 2322), Fax (961 1 744475).

## **ACCOMMODATION**

### **AUB will help you with housing!**

#### **On- and Off-Campus AUB Apartments**

Some housing is available in faculty living quarters on-campus and in one AUB building just off-campus on Abdul Aziz Street. Housing in buildings not owned by the university (off-campus) can be expensive, in such cases AUB will provide a rental subsidy bringing off-campus rental charges to a level comparable to on-campus housing rates. Consult the Director of Housing, Ext. 2120 and the Statement on Rules and Regulations Governing the Occupancy and Utilization of University Housing. If still abroad, please ascertain the monthly rent of any apartment on-campus or off-campus before agreeing to occupy it.

#### **Furniture**

All apartments are furnished as described in Schedule B of the *Policies on Benefits and Allowances for Academic Personnel* with a basic set of furniture. The furniture allotment includes sofas, armchairs, coffee and end tables, bookcases, desks and

beds. All apartments have a refrigerator and a stove, however, washers and dryers are not provided. You will need to bring with you or purchase in Beirut linens, pots, pans, crockery and cutlery. Kitchen appliances and electrical goods are readily available in Beirut.

### **Water**

The water at AUB is suitable for drinking from drinking water fountains and drinking water faucets in faculty apartments or other buildings. This water is usually moderately hard and occasionally hard depending on the source of water supply to the University. The water is treated with chlorine to render it free from pathogens. In homes it is recommended to add particulate and charcoal filters to remove particulates and improve taste. For babies and elder people it is recommended to use a reputable brand of bottled water.

### **Electricity**

Electricity on the AUB campus and in all campus buildings is 220V, 60Hz. Almost all off-campus buildings are supplied with 220-240V. Transformers and voltage stabilizers are readily available in Beirut.

## **HEALTH AND BENEFITS**

### **Health Services**

The University Health Services provides basic medical care to the following:

- a. All insured (insured by the Health Insurance Policy - HIP) appointees employed at least half time or more and for more than nine months and their insured dependents.
- b. Uninsured appointees, but not their dependents.

The medical staff of the Gulbenkian Infirmary located on campus provides this health service. When referral to the American University Medical Center (AUH), including the Emergency Room, is deemed necessary, charges are covered by the Health Insurance Plan (see below) or by the individual patient, if uninsured.

New members of the university community, particularly those with young children, are invited to acquaint themselves with the infirmary staff and facilities after arrival.

### **Health Insurance Plan**

The University's own insurance plan is available to all faculty and staff. Please consult the enclosed pamphlet, *Regulations of the Health Insurance Plan Applicable to Academic Personnel (Revised in October 1998)* for details of this plan. The comprehensive coverage includes hospital charges, services of doctors (including specialists) and the cost of x-rays and laboratory tests requested by AUH physicians.

### **Benefits and Allowances**

The blue booklet, *Policies on Benefits and Allowances for Academic Personnel* (December 1, 2002), gives the necessary information on special benefits and allowances.

### **Retirement Programs**

The University has three retirement plans, which are explained in the three accompanying booklets, *Retirement Program Plan "A" for U.S. Citizen and Resident Alien Employees of the American University of Beirut (Amended and Restated as of January 1, 2003)*, *Retirement Program Plan "B" for Non-U.S. Citizen or Resident Alien Employees of the American University of Beirut (Amended and Restated as of January 1, 2003)* and *Plan "C" for U.S. Citizen and Resident Alien Employees of the American University of Beirut (Amended and Restated as of January 1, 2003)*.

## **SALARIES, BANKING, AND TAXES**

### **Salaries**

Salaries are paid monthly and are credited to individual or family accounts at the HSBC, or, on request, at any of the banks in the vicinity of the University.

**NB:** The first salary check will be paid at the end of the first month of employment; therefore, be sure to bring with you sufficient funds to tide you over until the first payment.

### **Banks**

Foreign and national banks abound in Beirut. The University has accounts with the following banks in the vicinity of the campus.

- HSBC, Dora
- HSBC, Hamra
- HSBC, Jounieh
- Bank Misr-Liban, Ras Beirut

- Banque Credit Libanais, Hamra
- Banque Saradar, Hamra
- Bank of Beirut & Arab countries, Hamra
- Banque Audi, Hamra
- Banque Libano-Francaise, Hamra
- Allied Business Bank, Hamra
- Bank of Beirut, Hamra
- Banque du Liban et d'Outre Mer, Hamra
- Banque du Liban et d'Outre Mer, Bliss Street
- Banque de la Mediteranee, Hamra
- FransaBank, Hamra
- Credit Bancaire SAL, Achrafieh
- Banque Nationale de Paris, Hamra
- Arab Bank, Hamra
- Byblos Bank, Hamra
- Saudi Lebanese Bank, Hamra
- Societe Generale Libano-Europeene de Banque,  
Hamra

Savings and current accounts can be opened easily in either Lebanese pounds or any other currency. Banking hours of the HSBC are 8:30 a.m. until 1:30 p.m. Monday through Friday and 8:30 a.m. until 12 noon on Saturdays. Your salary will be transferred directly to HSBC at the end of each month or to any other bank of your choice in the vicinity of the University.

### **Currency**

The national currency of Lebanon, the Lebanese pound, also called the lira, is freely convertible and transferable. The exchange rate at present is about LL 1,508 to the U.S. dollar (February 2005). Common notes are LL 1,000, 5,000, 10,000, 20,000, 50,000, and 100,000. Coins are in amounts of LL 100, 250, and 500. U.S. dollars are also readily accepted in Beirut, although not on campus.

### **Lebanese Income Tax**

Lebanese and non-Lebanese personnel are subject to Lebanese income tax, a withholding tax which was calculated, as of August 1, 1999 as follows, based on net earnings:

<u>Percentage</u>	<u>Net Monthly Earnings, LL</u>	<u>\$ Equivalent</u>
2% on first	500,000.00	331.56
4% on next	750,000.00	497.35
7% on next	1,250,000.00	828.91
11% on next	2,500,000.00	1,657.83

15% on next	5,000,000.00	3,315.65
20% on balance		

The net earnings are earnings after the following exemptions:

<u>Family Status</u>	<u>Monthly Exemption, LL</u>	<u>\$ Equivalent</u>
Single/ Working Spouse	625,000.00	414.46
Working Spouse + 1 Child	666,666.66	442.09
Working Spouse + 2 Children	708,333.33	469.72
Working Spouse + 3 Children	750,000.00	497.35
Working Spouse + 4 Children	791,666.66	524.98
Working Spouse + 5 Children		
Or more	833,333.33	552.61
Non-Working Spouse	833,333.33	552.61
Non-Working Spouse + 1 Child	875,000.00	580.24
Non-Working Spouse + 2 Children	916,666.66	607.87
Non-Working Spouse + 3 Children	958,333.33	635.50
Non-Working Spouse + 4 Children	1,000,000.00	663.13
Non-Working Spouse + 5 Children		
Or more	1,041,666.66	690.76

HIP and Social Security payments for United States citizens and green card holders are also exempt.

## COMMUNICATION ON CAMPUS

### Language

English is the official language of instruction at AUB. Although Arabic is the official language of the country, many Lebanese are fluent in English and French as well. You may find it useful to have an Arabic phrase book such as “Colloquial Arabic” by Raja Nasr.

## COMPUTING FACILITY

### E-Mail

If you wish to set up your AUB e-mail account before your arrival to campus, ask the appropriate dean's office to request an AUBnet account for you.

To activate your AUBnet and other computing accounts please connect (from any Internet connected browser) to the following URL:

<http://www.aub.edu.lb/cns/helpdesk/accounts.html>

The "What are your various AUB computing accounts?" page will help you learn about the AUB computing accounts and their intended use.

Please note that your AUBnet account is your key to most AUB computing services including the activation of other accounts and that you should start by the activation of that account by clicking on <Activate your AUBnet account>.

You will be guided via the "AUBnet Code of Conduct for Users of Computing Systems" policies and asked to read and accept the policies. After agreeing to the terms and conditions you will be guided to the "Managing AUBnet Account" page.

Please click on <Activate Faculty/Staff AUBnet account> and enter your: Faculty/Staff ID Number and Birth Date.

Choose your password and re-enter the same password to confirm your choice.

Your account will be activated within 10 minutes and your AUBnet username and account status and details will be displayed immediately.

You can immediately start using AUBnet services and access your email by clicking on < **I**mail > from the AUB home page quick access bar.

For a detailed list of computing services available to you please visit the faculty computing services page: <http://www.aub.edu.lb/cns/faculty>.

For further AUBnet details and assistance please feel free to contact CNS HELP DESK: **Phone: +961-1-350000 Ext. 2260, Email: cns.helpdesk@aub.edu.lb**

### **Personal Computers**

Your department or division will provide you with a personal computer. To quick start the installation and configuration of your PC and network connection (if not already installed or connected) please contact CNS HELP DESK: **Phone: +961-1-350000 Ext. 2260, Email: cns.helpdesk@aub.edu.lb**

### **Fax Messages**

Fax messages for official university correspondence may be sent through the dean's office of each faculty. In addition, many commercial copy centers in the vicinity of the University provide fax facilities.

### **Mail**

The University post office located in the basement of Ada Dodge Hall handles local campus mail and mail for the Lebanese postal service.

Current prices for 20 grams:

Local mail:	LL 500
Middle East (Cyprus, Egypt, Iraq, Jordan, Kuwait, Oman, Qatar, Saudi Arabia, Sudan, United Arab Emirates, Iran, Yemen), North Africa (Morocco, Algeria, Tunisia and Libya)	LL 1250
Europe, Africa, Turkey and all other countries	LL 1750

Urgent mail may be sent by Courier through the University post office. A special rate is offered to the AUB community.

For administrative purposes, AUB provides its own courier service to the New York Office for first class mail. The Lebanese mails are generally reliable and sometimes provide faster service than the AUB courier; nevertheless, some faculty members may want to use the AUB service for greater reliability.

### **Overseas Telephone Calls**

Overseas telephone calls may be made through the AUB operator. Charges are deducted from the individual's account. Such calls may also be made through city operators or at local post offices. Note that international telephone calls originating in Beirut are very expensive.

## **EDUCATION FOR CHILDREN**

**Note:** Be sure you bring full documentation, including school transcripts and enrollment certificates for each of your children.

**The American Community School:** Now, as in the past, most native English speaking and many other AUB families send their children to the American Community School, conveniently located adjacent to the AUB campus. ACS offers a standard American program from kindergarten through twelfth grade, the Lebanese baccalaureate, the international baccalaureate, and advanced placement courses to about one thousand students. Application forms may be obtained by writing directly to the American Community School, P.O. Box 8129, Beirut, Lebanon (Tel. 01-374370 or AUB Ext. 7890-3) or through the New York Office: American Community School, 3 Dag Hammarskjold Plaza, 8<sup>th</sup> Floor, NYC, NY 10017-2303. (Tel. 212-583-7634)

**International College:** IC, adjoining AUB consists of pre-school, elementary, middle, and secondary schools, offering two main programs: English/Arabic and

French/Arabic. Students following the Lebanese Baccalaureate Program must take the complete Arabic curriculum. In addition, IC offers a high school program. Application forms may be obtained directly from International College, P.O. Box 11-0236, Beirut, Lebanon. (Tel. 01-867207)

**Collège Protestant:** This French school, long established and well respected, is located in Ras Beirut, and has programs from kindergarten through the baccalaureate level. It may be reached at P.O. Box 13-6283, Chouran, Beirut, Lebanon. (Tel. 01-811892)

**Collège Louise Wegmann:** A French-language school with a strong reputation, Louise Wegmann also offers programs from kindergarten through the baccalaureate level. The school, with branches in Beirut and outside the city, may be reached by mail at P.O. Box 83-81 or by telephone: 03-202054 or 01-385281.

**The German School:** Conveniently located in Ras Beirut, the German School offers two programs: German/Arabic and the German *Abitur* program. Applications from children who already speak German or who enter before the first elementary class are only considered. (Mail: P.O. Box 11/3888. Tel: 03-202054 or 01-385281)

**Nursery Schools:** All the above schools have nurseries and upper kindergartens. In addition, there are a number of nursery schools in the vicinity of the University.

## **DAILY LIVING**

### **Essentials**

#### **Climate: What to Wear in the Different Seasons:**

Lebanon enjoys a temperate Mediterranean climate. In fact, the weather is so mild it is often difficult to distinguish among the seasons. Flowers bloom all year and the spring cyclamen on campus frequently appear on the walls and on the terraces early in December. Many people enjoy swimming on a warm January day, and it is sometimes possible to ski as early as the middle of November and as late as the middle of April.

Consider weather in Lebanon in terms of geography, as well as in terms of seasons. The coastal plains are warmest, followed by the Bekaa Valley and the mountains. When people are swimming on the coast, temperatures in the mountain regions can fall well below freezing and motorists have been caught in snowdrifts in the high mountain passes in the winter months.

Fall: (October 1 through the end of November) You will probably arrive in late September or early October when rainfall is scarce and unpredictable and

temperatures range from hot and sultry (September) to moderate and dry (October). In November there is more likelihood of rain, but this month is frequently also moderate in temperature--60s-70s Fahrenheit--and dry with the occasional chance of Indian summer heat and winter chill.

Summer clothes can usually be worn throughout this period, with a light jacket ready for the occasional crisp day.

Winter: (December through the end of March) Temperatures in Beirut and on the coast rarely fall below 44F in winter, but they seldom fall even that low. The average temperature in January, perhaps the coldest month, is 55F. Traditionally, the heavy rains usually begin only a few days after Christmas. Rainfall during these months is frequently plentiful and severe, accompanied by spectacular thunder and lightning. But the term "rainy season" is deceptive: sunshine is abundant in winter, and many people enjoy sunbathing and swimming year-around. Conventional weather slogans in Lebanon declare that it is possible to ski and swim on the same day and that a rainless picnic can be planned any day after April 1.

Sweaters and light jackets are usual winter casual wear. Sturdy, waterproof walking shoes (or boots) are almost a necessity during the rainy period. A raincoat is useful, although most people make do with umbrellas. Winter coats are not needed, though a warm jacket or parka is recommended for the mountains.

Spring: In the spring (April through the end of May) the temperatures may be in the 60s and 70s, sometimes even higher. But occasionally a surprise shower and chill set in. It is difficult to specify the onset of spring in a land where the ski slopes are still open in mid-April.

Light clothing with a sweater or jacket handy is sufficient for the spring months, which all too soon, and unpredictably, blends into the heat of summer.

Summer: Summer (June through the end of September) temperatures can rise to highs in the 80s and 90s, rarely falling below the mid 70s, even at night. The hottest months are usually July, August, and September. Consequently, much of the local population moves to the cool of the mountains as soon as schools let out.

Light summer clothing is a must in the hot and humid summer months, with a sweater ready for mountain evenings. In recent years a surprising number of Lebanese have begun wearing shorts on and off campus during the warm summer months.

Laundry: No laundry facilities are available in the faculty apartments on campus or on Abdul Aziz Street. Therefore, you may want to buy your own washing machine, available in Beirut for between \$350-\$600. Full laundry services,

including pick-up and delivery may be found at many commercial dry cleaning establishments in the city.

Shopping: Two or three supermarkets (e.g., Smith's and Idriss in the Hamra area, Monoprix, Hamra and Jinah-Ghobeiry area) located close to campus offer a wide selection of imported and local goods. Although most of these stores are within walking distance, some offer delivery service. Smith's, a popular and historic store, located approximately three blocks from campus, extends monthly credit to AUB faculty members. Within driving distance are several even larger supermarkets (Goodies in the Verdun area, and Spinney's in Ashrafieh Jinah and Antelias) offering an enormous variety of goods, services, delicatessens, coffee and sandwich shops, and take-away foods, both Lebanese and western. A dazzling display of local and imported fresh fruits and vegetables can be purchased from many small shops or from street carts in the vicinity of the University. Many of the larger supermarkets also have fresh produce departments.

**Note:** All fresh produce should be carefully washed. It is wise to make the final rinse a solution of drinking water and a small amount of a disinfectant such as Milton or Clorox.

Domestic Services: Maids and cooks may be easily hired at reasonable rates in Beirut (for full-time maids, salaries normally range from \$200-300 per month). Try word-of-mouth, or look into commercial agencies. The household help must read the section on University policy on household help in the Rules and Regulations Governing the Occupancy and Utilization of University Housing.

Transportation: City buses, private buses, private taxis, and *service* taxis ply the streets of the city and the suburbs. *Service* taxis follow fixed routes for a set price (usually LL1,000) and will stop on demand. Taxis customarily charge LL5,000, depending on the length of the journey, and buses are usually LL500. When using taxis or *service* taxis, always choose cars with a red license plate. Buses and taxis are also available at reasonable rates for travel to other cities in Lebanon (Tripoli, Sidon, Tyre) and abroad (Damascus, Aleppo, and Amman).

## Security

Foremost in everyone's mind, even many years after the cessation of hostilities in Lebanon, is the question of security. Your family and friends most probably raised eyebrows in dismay when you announced your plan to teach in Beirut. But the outside image belies the reality. Many Beirutis claim, with justice, that Beirut is far safer than other major cities of the world such as Paris, London, New York, and Philadelphia. Of course, the occasional crime (purse-snatching and domestic violence) does occur as it does in major cities everywhere in the world, but the crime rate in Beirut is significantly lower than elsewhere.

Many newcomers may be alarmed at first by the numbers of military personnel in evidence on neighborhood patrol, at traffic intersections, and along the highways. But you will soon realize that despite this military presence, life in Beirut and in almost all of Lebanon is peaceful and secure. During the war years, a young female student of journalism, apprenticed to a Philadelphia newspaper, declared she felt far safer in war-ravaged Beirut than on the streets of the city of brotherly love. And today, Beirut and all of Lebanon are far safer.

Nevertheless, it is always prudent to proceed with caution and to respect the laws and customs of the host country whenever travelling abroad. While moving around Beirut and the rest of the country, always be prepared to show your identification papers on request.

### Checkpoints

While moving around the city or travelling within Lebanon it is essential to carry identification papers with you at all times. Your residence permit or your passport is sufficient. Security checkpoints are established around the city, and though requests to show identification are rare, it is best to carry identification with you at all times.

When approaching a checkpoint by car, slow down, remove sunglasses, and open the window; in the evening turn on the interior light. Most security personnel will wave you through, but make sure you fully understand one another before you move on.

### AUB Gates

Entry to the AUB Campus is through one of six gates, each of which is guarded by campus security personnel. An AUB ID, a pass issued to you by the ID Center (ext. 2176) after signing your contract, is needed for entry. Before you receive your AUB ID make sure you carry either your passport or your residence permit with you.

### **Entertainment and Leisure**

Books: There are many bookshops in the vicinity of the University selling a wide range of books in several different languages. (University textbooks can be ordered through the AUB Bookstore.)

Newspapers: A wide variety of foreign newspapers and magazines can be purchased in Beirut. Such newspapers, with the exception of *The International Herald Tribune*, are usually a day old. Sunday newspapers usually arrive at mid-week. *The Guardian Weekly* is available in shops close to campus. Many local Arabic language dailies are also available. The English language daily, *The Daily*

*Star*, and the French daily, *L'Orient/Le Jour*, are published Monday through Saturday.

Television and Radio: CNN, BBC, ITN, and other international television programs can be seen in Lebanon. Cable and satellite link-ups are also available. A popular English-language radio program readily accessible on middle wave via Cyprus is the World Service of the BBC. In addition, there are many local TV and radio stations broadcasting in Arabic, English, and French.

Movie Théâtres: There are many good movie theaters in Beirut and the suburbs. Films are shown in their original languages with Arabic, French, or English subtitles.

Cultural Activities: Cultural events (concerts, plays, lectures, films, etc.) abound in Beirut. The University and foreign cultural centers located in Ras Beirut (such as the British Council, the Goethe Institute, the Italian Cultural Center, and the Cervantes Institute), and elsewhere (the Russian Cultural Center in Verdun and the French Cultural Center near the National Museum) frequently sponsor programs. The Beirut Forum brings artists of international caliber such as Julio Iglesias and Luciano Pavarotti to Beirut.

Several theaters in and around Beirut offer drama productions in Arabic, English, French, and Armenian. The most renowned are the Théâtre de Beirut in Ain el Mreisse and the Théâtre al Medina in Hamra Street in Ras Beirut, and the Théâtre Ivoire in Sin el Fil in the eastern part of the city.

The Baalbek Festival presents cultural activities amidst the ruins of the temples of Baalbek during the summer months. The Al-Bustan Hotel in the town of Beit-Mary, located in the hills east of Beirut, presents an annual Festival of the Performing Arts offering a rich variety of concerts and plays performed by international artists during February and March.

Restaurants: Many excellent restaurants are located near campus. Chinese, Japanese, Thai, Mexican, French, Italian and western "theme" restaurants flourish, in addition to traditional Arabic restaurants. Fast food restaurants are also situated close to the University.

Food on campus may be found in the Student Cafeteria or in the Faculty Lounge, both located in Ada Dodge Hall. You can find one food kiosk on campus located at the lower campus in front of the FAFS which is open from 7:30 a.m. to 7:00 p.m. A food kiosk is also available at AUB beach during the summer season.

Sports: A variety of sports facilities are available on campus: basketball and tennis courts (both indoor and outdoor), a playing field and athletics track, an exercise room, and a seaside swimming facility. Commercial centers close to campus offer exercise rooms, with weight-lifting and other equipment, squash courts, saunas, and swimming pools.

Lebanon boasts several outstanding ski areas offering beginner through expert runs (Faraya, the Cedars, Laqlouq, all within a one to two-hour drive from Beirut). Additionally, numerous facilities for swimming and sailing (usually private clubs) exist on the coast. The University offers its own swimming facility on the sea front just opposite the playing field.

Travelling in Lebanon: The beaches, valleys, mountains, and historical sites of Lebanon are now easily accessible to the visitor. Do not limit yourself to the well-known classical attractions of Beirut, Byblos, Baalbeck, and Tyre. Crusader castles, small Roman temples, and dramatic churches carved in sheer rock faces can be discovered off the more traditional tourists routes. Booklets (*North Lebanon, Mount Lebanon, and South Lebanon*) and attractive brochures on many cities and sites are available at the Ministry of Tourism located on Hamra Street opposite the Central Bank.

## **SUGGESTED READINGS**

### Recommended Guide Books:

*Classic works*, probably available in libraries:

Bruce Condé. *See Lebanon: Over One Hundred Selected Trips, with History and Pictures*. Beirut: Bijjani, 1960.

George Taylor. *The Roman Temples of Lebanon*. Beirut: Dar el Machreq, 1967.

Colin Thubron. *The Hills of Adonis: A Quest in Lebanon*. Boston: Little, Brown, 1968.

*Modern guides books:*

Keen, Lynda. *Guide to Lebanon*. Chalfont, UK: Bradt, 1995.

Kuntz, Blair, *Lebanon: An Insider's Guide*. Prana Books. Beirut, Lebanon, 2000.

Carole Cadwallader and Anna Sutton. *Travellers Survival Kit Lebanon*. Old Woking, UK: Unwin, 1996.

Ann Jousiffe. *Lebanon*. Hawthorn, Australia: Lonely Planet, 1998.

## ATTACHMENT I

### ENTRY WORK VISA AND WORK AND RESIDENCE PERMITS FOR APPOINTEES WHO ARE CITIZENS OF COUNTRIES OTHER THAN LEBANON

The appointment and the continuation in service of an appointee who is a citizen of a country other than Lebanon is subject to the granting of and extension of the appropriate visa and work and residence permits to him/her by the Lebanese government.

The Human Resources Department (Campus) will assist the non-Lebanese appointees in obtaining the work entry visa and the work and residence permits.

### ENTRY VISA FOR LEBANON

Under Lebanese law an appointee who is a citizen of a country other than Lebanon must enter the country with a work entry visa. The appointee will be asked to leave the country by the Lebanese authorities if he/she enters on a tourist visa, unless otherwise advised.

The Human Resources Department (Campus) will perform the formalities to secure the work entry visa for the appointee prior to his/her arrival by a minimum period of one month, provided the required documents are made available to the Human Resources Department (Campus) by the respective deans and/or heads of administrative departments.

#### 1. Documents Required of the Appointee Prior to Arrival

a. Photocopy of passport valid for a minimum period of eighteen months for the appointee and each accompanying family member showing:

- passport number
- place and date of birth
- place and date of issue and date of expiration of passport

b. Appointee's father's first name and mother's family name

c. Photocopy of appointee's highest degree

#### 2. University Bank Deposit

Pursuant to Lebanese Law, the Human Resources Department (Campus) deposits in the *Banque de l'Habitat* through the Comptroller's Office the amount of LL 1,500,000\* for each appointee as a deposit in favor of the Ministry of Labor. This sum is returned to the University upon the completion of the employee's term of service.

\*The amount of the deposit may be amended from time to time by the Lebanese Government.

The application and the above documents (#1) will be presented to the Ministry of Labor to secure the advance work authorization, which will then be submitted to the Lebanese General Security Office. Thereafter, the work entry visa is issued and placed at the Beirut International Airport or at the Lebanese Syrian border in Masha'a depending on the appointee's point of entry.

A copy of the work entry visa will be faxed to the individual concerned through the dean's office of the faculty concerned.

## **SECURING WORK AND RESIDENCE PERMITS**

Upon arrival, the appointee should present himself/herself to the Human Resources Department (Campus) to submit the following documents:

- 1 - A photocopy of the passport showing all details mentioned above and the date of entry into Lebanon.
- 2 – Six passport-size photographs for the appointee and three photographs for each accompanying family member.
- 3 - The medical statement and clearance as required by the Ministry of Labor based on the pre-employment medical exam approved by the Director of the University Health Services.
- 4 - A school certificate for each dependent child (to be secured in Lebanon) and authenticated by the Ministry of Education.
- 5- An original marriage certificate.

When all the above are completed a notarized letter of appointment will be submitted to the Ministry of Labor by the Human Resources Department (Campus).

The time needed to complete the formalities to **secure the work permit is normally one month and an additional fifteen days for the residence permit.** The original passport will be submitted to the Lebanese Security Office along with the application for the residence permit.

## **RENEWAL OF THE WORK PERMIT**

Normally the work permit is valid for one year and is renewable one month prior to its expiration date. One passport size photograph is needed at the time of renewal.

## **RENEWAL OF THE RESIDENCE PERMIT**

The formalities for renewal of the residence permit should start one month before its expiration date.

To renew the residence permit, the work permit (**valid for a minimum of six months**) and the passport (**valid for a minimum of eighteen months**), three photographs and the residence permit with the school certificates of dependent children authenticated by the Ministry of Education should be presented to the Human Resources Department (Campus) by the concerned employee. **The time needed to secure the work and residence permits is, as mentioned above, one month for the work permit and fifteen additional days for the residence permit.**

A residence permit submitted at or after its expiration date will subject the bearer to a fine by the Lebanese authorities. (L.L.1,800,000 equivalent to \$1,200)