Welcome to the American University of Beirut (AUB)! 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 AUB and 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. 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. Also, the New Faculty Orientation website gives you easy access to essential information. It provides links to places and people who can help during the pre and post arrival process as well as during the initial stages of your employment. It also presents information about the New Faculty Orientation sessions which are offered twice a year.

*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!**

You may make your own travel arrangements within the allowance given by AUB.


Faculty members may request that AUB book and purchase the tickets(s) and accordingly must inform the Faculty Dean’s Office of this preference and must then inform the AUB travel office of their preferred dates of travel within the specified time.

For information on Travel Policies and Procedures for new Faculty, kindly click on the following: [http://www.aub.edu.lb/nfo/prearrival/Pages/index.aspx#travel_policies_and_procedures](http://www.aub.edu.lb/nfo/prearrival/Pages/index.aspx#travel_policies_and_procedures)

*New appointees who are citizens of countries other than Lebanon must be granted a “work entry visa” by the minister of labor before a ticket is purchased.*
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 AUB. Please refer to the Travel and Baggage Allowance policy:


For information on shipping and clearing personal belongings through customs, kindly click on the following link:

http://www.aub.edu.lb/nfo/prearrival/Pages/index.aspx#shipping_and_airfreight

In all cases the Human Resources Department (Campus), the Dean’s Office and the New Faculty Facilitator (nfo@aub.edu.lb) should be informed well in advance of your travel arrangements.

Pre-Appointment Medical Examination

The University requires of each candidate before his/her 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 US $300 of the cost of the examination (including X-ray and laboratory tests) by presenting the original receipts to the Director of Human Resources Department (Campus) in Beirut.

*Please complete this medical exam as early as possible. Your contract cannot be processed before the medical exam results arrive at the 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.

For citizens of countries other than Lebanon, the appointment and its continuation is subject to the granting of the appropriate “Work Visa” by the Lebanese Government.
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.

**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 to 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 (US$33) is currently charged at the airport 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.**

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 driver’s license 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.
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. Alternatively, local banks have ATM machines that accept bankcards or credit cards.

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

Send flight and arrival information to the New Faculty Facilitator, at least one week before the travel date.

DOCSUMENTS 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 two months 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. 2376 or 2377) will issue your AUB ID after you sign your contract. You can contact the Human Resources Department (Campus), located at College Hall, 3rd floor, Tel. (961 1 350000 Ext. 2322/2324), 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. 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.

Please refer to the Housing Policy:


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 Infirmary (UHS) located in Sawwaf Building provides this health service. When referral to the American University Medical Center (AUBMC), 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 refer to the following link: http://www.aub.edu.lb/hr/benefits/Pages/hip_ac.aspx 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 AUB physicians.

Benefits and Allowances

The necessary information on special benefits and allowances are available on the following link: http://www.aub.edu.lb/HR/BENEFITS/Pages/for_academics.aspx.

Retirement Programs

The University has two retirement plans, Retirement Program Plan "A" for U.S. Citizen and Resident Alien Employees of the American University of Beirut (Amended and Restated as of Dec 2012), Retirement Program Plan "B" for Non-U.S. Citizen or Resident Alien Employees of the American University of Beirut (Amended and Restated as of Dec 2012). Please refer to the following link: http://www.aub.edu.lb/hr/benefits/Pages/retirement_plans.aspx
SALARIES, BANKING, AND TAXES

Salaries

Salaries are paid monthly and are credited to individual or family accounts 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

The University has accounts with the following banks in the vicinity of the campus.

- HSBC (Abdel Aziz street and all branches)
- Bank Misr-Liban (Bliss Street)
- Bank of Beirut & Arab countries (Abdel Aziz Street)
- Banque Audi (Hamra Street and Bliss Street)
- Banque Libano-Francaise (Gefinor Center, Clemenceau)
- Bank of Beirut (Gefinor Center, Clemenceau)
- BLOM Bank (Hamra Street and Bliss Street)
- BankMed (Hamra Street)
- Fransabank (Hamra Street)
- Arab Bank (Makdissi street)
- Byblos Bank (Abdel Aziz Street)
- Credit Libanais
- SGLEB - Societe Generale Libano Europeene de Banque (Hamra Street)

Savings and current accounts can be opened easily in either Lebanese pounds or any other currency. Banking hours 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 at the end of each month or to any 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. Common notes are LL 1,000, 5,000, 10,000, 20,000, 50,000, and 100,000. Coins are in amounts of LL 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Net Monthly Earnings, LL</th>
<th>$ Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2% on first</td>
<td>500,000.00</td>
<td>331.56</td>
</tr>
<tr>
<td>4% on next</td>
<td>750,000.00</td>
<td>497.35</td>
</tr>
<tr>
<td>7% on next</td>
<td>1,250,000.00</td>
<td>828.91</td>
</tr>
<tr>
<td>11% on next</td>
<td>2,500,000.00</td>
<td>1,657.83</td>
</tr>
<tr>
<td>15% on next</td>
<td>5,000,000.00</td>
<td>3,315.65</td>
</tr>
<tr>
<td>20% on balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The net earnings are earnings after the following exemptions:

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

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.
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/it/services/faculty-staff/accounts/Pages/index.aspx

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 <Imail> 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/it/services/faculty/Pages/index.aspx

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

Mail

The University post office located in the basement of Ada Dodge Hall handles local campus mail and mail for the Lebanese postal service.
Please feel free to contact Post Office: ext 2192, 2193 or 2197 or by email at: postoffice@aub.edu.lb

**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.

**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, 8th 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.
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 getting the approval of the Lebanese Ministry of Labor prior to 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 Human Resources Department (Campus) will perform the formalities to secure the pre approval on the Ministry of Labor and the work entry visa for the appointee prior to his/her arrival, 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 normally at the Beirut International Airport.

A copy of the work entry visa will be scanned and sent by email to the individual 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- Passport with the Work Entry Visa stamped on it by the General Security Office at the Visa Section in Beirut Airport.

2- Eight 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- A Copy of the marriage certificate.

6- Birth Certificate for each dependent child.

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. For the first renewal of the Work Permit a PPD Skin Test and a Chest X Ray are required.
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 of fourteen years of age and above 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, currently in the amount of (L.L.1,800,000 equivalent to US $1,200)