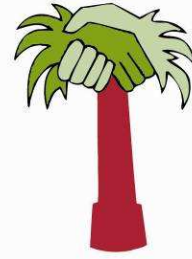




**Friends of the Earth Middle East**  
**جمعية أصدقاء الأرض الشرق الأوسط**  
**ידידי כדור הארץ המזרח התיכון**



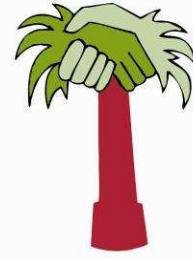
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# **INTERNSHIP MANUAL**

**June 2011**



**Friends of the Earth Middle East**  
**جمعية أصدقاء الأرض الشرق الأوسط**  
**ידידי כדור הארץ המזרח התיכון**



Dear Internship Candidate,

Thank you for your interest in Friends of the Earth Middle East. We look forward to you joining our tri-lateral team to assist in our efforts to promote cooperative efforts to protect our region's shared natural heritage.

All of the relevant background information about FoEME and our projects is available on our website at [www.foeme.org](http://www.foeme.org). Please familiarize yourself with all of our projects and recent publications prior to the beginning of your internship to expedite your quick integration into our project activities.

FoEME's internship program aims to integrate highly motivated young adults at the early stages of their professional development. Interns provide administrative and project support to FoEME staff members and at times undertake research projects as part of their academic advancement. Whatever brings you to FoEME we are glad to have you on board and look forward to a successful partnership.

This manual aims to assist you in your integration to FoEME in our three main locations: Bethlehem, Amman and Tel Aviv. The manual is a work in progress written by former interns so please feel free to suggest and update the information.

Please find enclosed some basic information to assist in your efforts to get settled in Tel Aviv, Bethlehem or Amman. There is also some information about scholarships – and we would particularly appreciate your assistance in identifying other opportunities for our future interns! Once you make your way to the office our staff will be happy to assist you in working out other logistical hurdles you may encounter.

Sincerely,

Elizabeth Ya'ari  
Jordan River Rehabilitation Project Coordinator, Tel Aviv Office  
FoEME Regional Internship Program Coordinator

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## **Basic Information**



### **Tel-Aviv Office**

Mr. Gidon Bromberg - (Israeli Director)  
Friends of the Earth-Middle East  
Nahalat Binyamin 85 - Tel-Aviv, 66102 Israel  
Tel: (country code 972) 3-5605383  
Fax: (country code 972) 3-5604693  
Email: [info@foeme.org](mailto:info@foeme.org)

Workweek: Sunday-Thursday excluding public holidays.

### **Bethlehem Office**

Mr. Nader Khateb - (Palestinian Director)  
Friends of the Earth-Middle East / WEDO  
PO Box 421 - Bethlehem, Palestine  
Tel: (country code 972) 2-2747948  
Fax: (country code 972) 2-2745968  
Email: [info@foeme.org](mailto:info@foeme.org)

Workweek: Monday-Thursday and Saturday excluding public holidays.

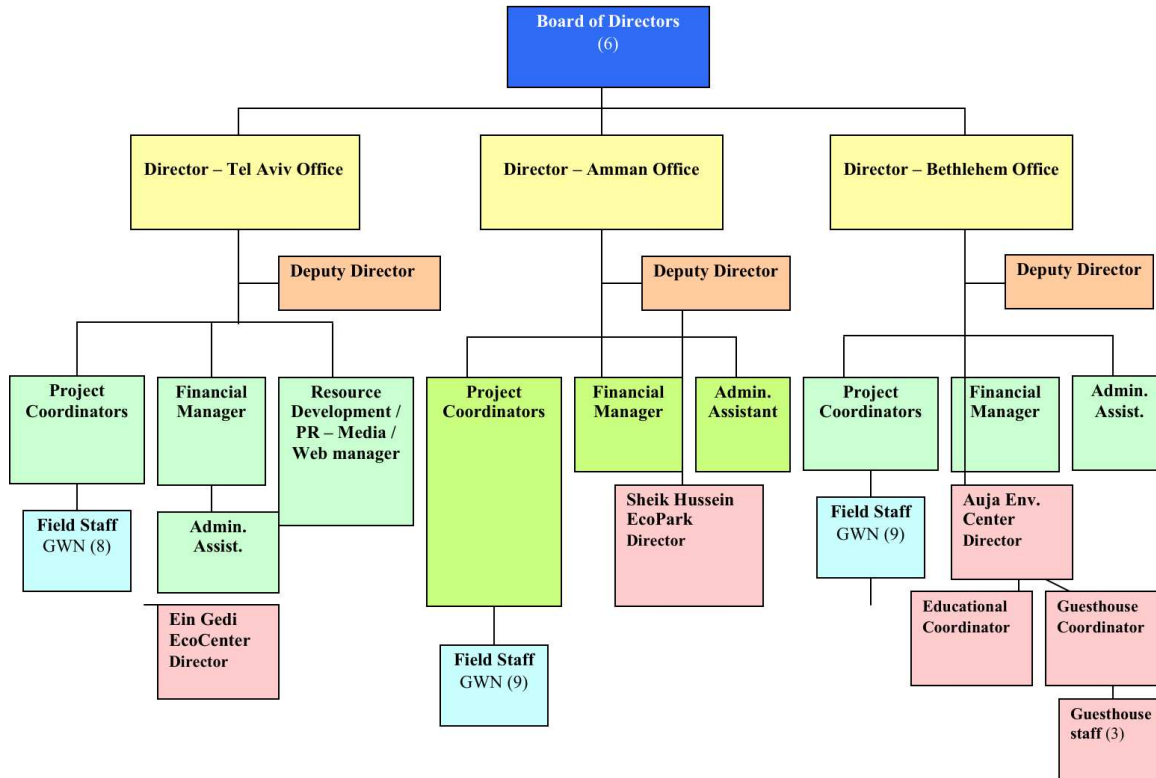
### **Amman Office**

Mr. Munqeth Mehyar (Chairperson and Jordanian Director)  
Friends of the Earth-Middle East  
PO Box 840252 - Amman, Jordan 11181  
**Tel:** (country code 962) 6-5866602/3  
**Fax:** (country code 962) 6-5866604  
**Email:** [info@foeme.org](mailto:info@foeme.org)

Workweek: Sunday-Thursday excluding public holidays.

# FoEME Organizational Chart

FoEME Organizational Chart



## **Scholarships and Funding Resources**

### Links for Student Loans and Scholarships

- 1) Individual financial aid for internships: Amy Adina Schulman Memorial Fund: [www.amyadinaschulmanfund.org](http://www.amyadinaschulmanfund.org). This fund has provided support for numerous past FoEME interns!
- 2) Scholarship, fellowship, and project funding opportunities from the Arava Institute for Environmental Studies (10 different opportunities): <http://www.arava.org/cat.asp?catid=8&subcatid=60>
- 3) Anna Lindh Foundation: <http://www.euromedalex.org/funding/search>
- 4) SHATIL – scholarships for interns: <http://www.shatil.org.il/>
- 5) European Volunteers Program

## **Social Media**

*FoEME's social media is a medium that serves as a platform for branding and information sharing. By increasing FoEME's presence in popular online social networks and media, FoEME becomes more "findable." In other words, these tools **spread awareness** about our cause and **increase our supportive audience**, as well as create a "**brand**," or particular message that is consistently associated with our organization.*

### **Audience**

FoEME's social media will be geared primarily toward the international community: supporters, information-seekers, and potential donors. This is not to say that these tools will not be useful in our Israeli, Palestinian, and Jordanian audiences and we encourage posts in Hebrew and Arabic.

### **Blog Frequency**

Creating a consistent blog is an important step in building trusted readership. For now, FoEME will aim for 2-4 posts per week. At the beginning of each month, the blog administrator (currently Tel Aviv based intern) will compile a calendar that outlines who will post what, and when. This calendar will serve as a general guide to ensure that blogging remains consistent.

### **Intern Involvement**

The FoEME blog is an intern-generated project. It is built into FoEME's internship program, meaning that all interns are *required* to participate in the maintenance and upkeep of the blog (and other social media outlets). All interns, in each one of the offices, should contact the social media coordinator (socialmedia@foeme.org) upon arrival and coordinate with him/her to contribute *at least* one blog post per month.

### **Facebook, Flickr, Youtube and Twitter**

FoEME has accounts in each of the social media venues listed above. The Ecopeace Foeme Facebook account has one main page and several groups; FoEME Youth group, FoEME Intern Network and recently opened separate groups for the FoEME communities. The main page serves to announce upcoming activities and invite friends to join, publish new blog posts, relevant newspaper articles, promote new publications, etc. The Intern Network group is meant for FoEME to stay in touch with former and current interns and post relevant job openings at this or other organizations.

Please note that FoEME's Eco Centers in Auja (Palestine) and in Sheikh Hussein (Jordan) have their own Facebook pages.

*\*Note: More information about the blog format and style will be explained upon arrival.*

# Transportation

## TEL AVIV

### Arrival at Ben Gurion International Airport

Once you pick up your luggage you should make your way to Tel Aviv. The quickest and cheapest way to get to central Tel Aviv is by train.



Trains: Located at the entrance to Terminal 3, trains to Tel Aviv take about eleven minutes, leaving very frequently (depend on the time of day) and cost 12.5 NIS.

Alternatively you could take a private taxi. Look for the taxi stand outside the main entrance. Fares are estimated at 70 NIS during the day and 90 NIS during the night or weekends, an additional charge of 2 NIS is added for the luggage.

### Tel Aviv Inner-City Transportation:

Inside Tel Aviv public transportation options include:

- 1) Bicycle: You might want to consider buying a bicycle for your internship period (or ask departing interns if they want to sell theirs!). Tel Aviv is relatively flat making biking a breeze, although we are still working on good bike lanes so expect to ride on the sidewalks or in the street. Inexpensive used bikes can be bought in the Jaffa markets or via [www.yad2.co.il](http://www.yad2.co.il) (Hebrew).
- 2) Trains: There are four main train stations that service Tel Aviv. Visit the [Israel Railways website](http://www.israrail.org.il/english/index.html) for more information: <http://www.israrail.org.il/english/index.html>.
- 3) Buses: Dan Bus Company operates the main bus routes in Tel Aviv. English information can be had at: Tel: 03 6393333 or 03 6394444 or on-line at: <http://www.dan.co.il/english/default.asp>. Single rides cost NIS 6.
- 4) *Moniot Sheruts*: These yellow mini-buses operate inside Tel Aviv on bus lines #4, which runs parallel to the coast up Allenby and Ben Yehuda St. and back and #5 which runs up Rothschild Blvd. and Dizengoff St. to Dizengoff Center, then turns right to run down the lengths of Nordau and Yehuda Ha-Macabee and back. You can get on and off wherever you like. All rides 6 NIS.





- 5) Private Taxi: It is advisable to make sure the driver is using the meter. Taxi operators at: Tel: 03 5249090 or 03 5271999; you will be charged a small fee for ordering a taxi by phone instead of hailing it on the street.

### **Inter-city**

There are three main types of inter-city public transportation in Israel.



- 1) Buses: Egged Bus Company: The New Central Bus Station is located at 108 Levinsky, about 15 minutes walk from the FoEME office. Tel: 03 6384040, website: <http://www.egged.co.il/Eng/>.
- 2) Trains: Israel Railways Company: English website includes fares, departure and arrival times: <http://www.israrail.org.il/english/index.html>.
- 3) *Moniot Sheruts* – These are yellow mini buses for 10 passengers that operate on the main bus routes between cities, departing as they are filled. They are located across the street from the new central bus station exit (platform 410). Estimated fares include: Haifa (1hr., NIS22); Jerusalem (45min, NIS20); Nazareth (1hr., NIS25); Netanya (20min, NIS10). As opposed to Egged buses and trains moniot sheruts run on Shabat – at slightly higher fares.

## **BETHLEHEM**

The fastest way to get to Bethlehem is via Ben Gurion Airport in Tel Aviv. You will then make your way to Jerusalem and onwards to Bethlehem.

### **Arrival at Ben Gurion International Airport**

The best way to get to Jerusalem is by *Moniot Sherot/ Neshet Company*, yellow mini buses for 10 passengers which depart the airport as soon as they are filled and travel to Jerusalem. The fare is 50 NIS. These run 24 hours a day, so even if you arrive in the middle of the night they will still be available. If you are traveling directly to Bethlehem you should ask the driver to take you to Damascus Gate where you can catch Bus 21 to Bethlehem for 7NIS. When you arrive at Damascus Gate ask where the buses to Bethlehem are in English or in Arabic, “*wein bussat beit lahem?*” There are two bus stations, one on the street just after Nablus Street and the other on Nablus Street itself, across from the Jerusalem Hotel. You need the first one (It’s probably easiest to ask the first time). Please note the buses stop running around 6:30 pm, and earlier during holidays. If there are no buses you can take a taxi to the Bethlehem check point for 40-50NIS, but we don’t advise traveling to Bethlehem later than 9pm because you will have trouble finding a taxi on the Palestinian side of the checkpoint. Tell the driver you want to go to Bethlehem and to drop you at the



checkpoint. If you take Bus 21 tell the driver you want to get down at Bab'Zqak (the main intersection in Bethlehem with the town's only traffic light). From there catch a taxi to wherever you will be staying.

If you want to spend the night in Jerusalem prior to continuing on to Bethlehem there are a number of hostels and hotels near Damascus Gate (past interns have mentioned that the Faisal and New Palm Youth Hostel are cheap but filthy). There are dozens of other youth hostels in the center of Jerusalem and several more in the Old City. Make reservations ahead of time using a local guidebook or an international site such as hostelworld.com. Read the reviews carefully as accommodation vary widely. Past interns have recommended the Jerusalem Hostel, located on Jaffa Road in West Jerusalem – about 20 minutes from Damascus Gate, for its cleanliness and reasonable price.

\*\* Please contact FoEME staff for advice on traveling to Bethlehem if you will not be coming from Ben Gurion airport.

### **Bethlehem Inner-City Transportation:**

There are two main ways of getting around in Bethlehem:

- 1) *Service*: These look like stretched yellow taxis, (careful not to take the minibuses as they go to nearby cities), which you can get on and off where you like. They operate throughout the city on a fixed route (clockwise and counterclockwise) like a public bus. The price fluctuates with the price of gas, but currently is 2-2.50 NIS per ride. Unfortunately, services stop running at about 6:30pm. After that you'll have to walk or take a taxi.
- 2) Private Taxis: Taxis can be hailed on the street and cost 10NIS a ride anywhere in Bethlehem. Don't let anyone charge you more than that. Travel to the nearby towns of Beit Jala and Beit Sahur costs 15 to 20NIS. It is advisable to agree on a price with a driver before getting into the taxi. The central taxi stations include: Manger Sq. Tel: 02 2742647, As-Sha'b Tel: 02 2742309, Hazboun 02 2742647, Najmeh 02 2742470, and Beit Jala 02 2742629.

### **Inter-city**

The main way of getting between cities in the West Bank and to Jerusalem is *service* mini-buses. You can get to just about any city from the central bus stations – just ask the drivers for the right bus. Since the *services* have Palestinian license plates they frequently cannot take the most direct route to city and have to wait at the checkpoints. For this reason it is sometime faster to go to Jerusalem first however, there can also be delays at the main checkpoint between Bethlehem and Jerusalem.

Alternatively, it is possible to rent a car for a day trip. Local car rental firms generally offer lower rates than those of international companies. Based on a three-day rental, you should budget around \$55 to \$75 per day for a small car with air-conditioning, insurance and unlimited mileage. July and August prices are substantially higher than the rest of the year. Most car rental companies require that the driver is over 21 and hold a valid driver's license. Be cautious while driving for the streets are often narrow, permitting traffic in only one direction. Agencies in and around Bethlehem include: Murad Rent-a-Car Tel: 02 277 0222 and 'Orabi Rent-a-Car Tel: 02 277 2004.

## **AMMAN**

### **Airport**

Visitors to Jordan arrive at the Queen Alia International Airport. The main public transportation to central Amman is the Airport Express Bus which runs between the airport and the upper end of Abdali Station passing through the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> circles en route. The bus departs frequently from outside the arrivals hall of Terminal 2 and takes about 45 minutes. The bus costs JD 1.5.

### **Amman Inner-City Transportation**

Inside Amman there are three main types of public transportation.

- 1) Buses: From all main stations (see below). Bus lines of particular interest include 26, 27, 28, 41, and 43 which service downtown Amman; and bus 41 to the 7<sup>th</sup> Circle and Wadi as-Seer. The buses can be confusing so it is advisable to ask directions.
- 2) Service Taxis: Mini buses that operate on bus lines are available throughout the city. The cost 130 fils per ride and you can get on and off where you like.
- 3) Private Taxis: Advisable to agree on a price with the driver prior to departure.



### **Inter-city**

The main bus stations in Amman service the entire country. Depending on where you are living you can depart from one of the following main stations.

- 1) Abdali Station: Located on Al-Malek ali-Hussein Street 20 minutes walk from downtown Amman. The station services all major cities by *service* minibuses and private bus companies.

- 2) Raghadan Station: Located downtown a few minutes walk east of the Roman Theatre. The station operates service taxis, local city buses, and minibuses to Madaba, Salt, Wadi as-Seer, and Zarqa.
- 3) Wahadat Station services anywhere south of Amman.
- 4) Mahajireen Bus Station: Located on the corner of Al-Ameerah Basma bin Talal Rd and Ali bin Abi Taleb Rd provides buses to the Dead Sea.

Estimated cost and travel time to select cities in Jordan include: Ajloun - 2 hour trip for 500 fils, Deir Alla and Pella – 1 hour trip for 500 fils, Irbid – 2 hour trip for 600 fils, Jerash – 1 hour and fifteen minutes for 400 fils and Madaba – 45 minute trip for 270 fils.

## **Accommodation**

### **TEL AVIV**

Make sure to allot ample time to find an apartment prior to your arrival. It is wise to take into consideration FoEME's office location and public transportation options when selecting an apartment. Proximity wise, the neighborhoods of South Tel Aviv and Florentine are ideal, but tend to be more expensive than neighborhoods like Jaffa (Yafo), which can be more affordable but will leave you with a 3-4 KM commute.



While it is advisable to start your search well in advance, past interns have suggested that short-term sublets do frequently come available on short notice (especially on websites like janglo), so if you don't find something immediately, don't panic!

#### **Online Classifieds:**

The following links are helpful for rentals, sublets, shared apartments, used furniture, used bikes and just about anything else.

[www.janglo.net](http://www.janglo.net) – English classified website

<http://www.thehome.co.il/> - English

<http://telaviv.craigslist.org/> - English

[www.homeless.co.il](http://www.homeless.co.il) - Hebrew

[www.yad2.co.il](http://www.yad2.co.il) - Hebrew

[www.madas.co.il](http://www.madas.co.il) – Hebrew

[www.agora.co.il](http://www.agora.co.il) – website for people giving away free stuff (Hebrew)

The *Ma'agar Meida* apartment rental service provides a list of available apartments based on your selected criteria for a monthly fee. They can be contacted at Tel: 03-537-5962 or 03-525-2967.

If you are interning as part of a new immigration program another option would be an absorption center. For more information on absorption centers please visit the Jewish Agency at [www.jewishagency.org](http://www.jewishagency.org). The closest absorption center is in Ra'anana, located about an hour from the office, their website is: <http://www.jafi.org.il/aliyah/abscenters/pdf/raanana.pdf>.

## BETHLEHEM

Finding housing in Bethlehem can be difficult, but with patience it is possible to find a home stay or an apartment. The best way to find something is by word of mouth, so we advise you to try and get in contact with someone before you arrive. You can try joining listserves, mailing lists or internet groups to get in contact with someone living in Bethlehem who can give some leads. If you do find something, wait till you get to town to check it out before you make any formal commitment to stay there. You can also wait to find housing when you arrive and stay a hotel or guest house for a week or so.

FoEME's Bethlehem office is located just off the main Jerusalem-Hebron Road in Bethlehem. The work week is Monday-Thursday and Saturday (with changes during holidays and Ramadan). There are a number of religious holidays especially at the end of Ramadan and in December. Ask the staff about these in advanced when making travel plans. The work day has no official lunch break – you can bring a sack lunch or go out.

EnglishPal: This site is similar to craigslist but it is just for Palestine. In addition to a decent housing listing the website also has a calendar of events and other general information about Palestine. <http://www.englishpal.ps/>

Housing Classified Online: Listings of hostels or hotels in Bethlehem as well as lots of other interesting information at: [www.thisweekinpalestine.com](http://www.thisweekinpalestine.com)

BethlehemBethlehem: A yahoo group that sometimes has information about apartments and home stays: [bethlehembethlehem@yahoo.com](mailto:bethlehembethlehem@yahoo.com)

Alternative Information Center: Hosts movie nights and talks twice a week and also has a small library and café. They have a fairly extensive mailing list and may have some leads on where you can look for a place. [www.alternativenews.org](http://www.alternativenews.org)

Dar Annadwa: Is an international center in Bethlehem that offers Arabic classes and a number of activities for internationals. The director is a very kind Swedish

lady who might have some good ideas of where to look  
<http://www.annadwa.org/en/>.

Past interns have also rented a flat in Beit Sahour. It's about two miles from the office in a great location. The rent is 400 USD which includes all utilities (power, water, etc.) and internet. If interested, please contact Dina Awwad at [dina\\_awwad2008@yahoo.com](mailto:dina_awwad2008@yahoo.com)

**Below are some hotel suggestions to get you started:**

**The Franciscan Convent Pension:**

Tel: 02 274 24 41

**Casa Nova:**

Tel: 02 274 39 80, Fax: 02 274 3980

<http://www.casanovapalace.com/>

**Star Hotel**

<http://www.southtravels.com/middleeast/palestine/bethlehemstarhotel/>

**Bethlehem Hotel**

Tel: 02 2770702, Fax: 02 2770706, Email: [bhotel@p-ol.com](mailto:bhotel@p-ol.com)

<http://www.bethlehemhotel.com/home.htm>

Additionally, our staff can help arrange family stays for interested interns. This is a great way to enrich your Arabic plus you have the added benefit of getting to know the community via your host family.

## **AMMAN**

FoEME's Amman office is located at Biader Wadi Al Sir –Al Sina Street.

It is really difficult to find long-term accommodation from outside Amman. We recommend that you come to Amman, book a week stay in a hostel or hotel and talk to the FOEME staff about finding appropriate living arrangements for your internship period.

In FoEME's Amman office the work week is Sunday – Thursday, 9 am – 4 pm. (with changes during holidays and Ramadan). There are a number of religious holidays especially at the end of Ramadan and in December. Ask the staff about these in advanced when making travel plans.

Below are some good websites for finding and posting flats.

- [http://housing.justlanded.com/en/Jordan/For-Rent\\_Apartments/1](http://housing.justlanded.com/en/Jordan/For-Rent_Apartments/1)
- <http://apps.facebook.com/marketplace/searchapp/?c=housing%2Frent&country=JOR>
- <http://www.expatriates.com/classifieds/jor/housingavailable/>
- You can also post it in the CouchSurfing Jordan group (<http://www.couchsurfing.org/group.html?qid=266>) . This is also a good group for making first contacts in Jordan.

Budget options for Amman include:

**Palace Hotel:** Tel: 4624326, URL: [www.palacehotel.com.jo](http://www.palacehotel.com.jo)

**Cliff Hotel:** Tel: 4624273

**Farah Hotel:** Tel: 4651443, Email: [farahhotel@hotmail.com](mailto:farahhotel@hotmail.com)

## Communication

### TEL AVIV

Purchasing a cell phone through a local provider:

Cellcom: [www.cellcom.co.il](http://www.cellcom.co.il)

Orange: [www.orange.co.il](http://www.orange.co.il)

Pelephone: <http://www.pelephone.co.il>



Rental Companies:

Amigo - [www.amigo-us.com](http://www.amigo-us.com)

Israel Phones - [www.israelphones.com](http://www.israelphones.com)

ATS Israel - [www.atsisrael.com](http://www.atsisrael.com)

International Pre-Paid Phone Cards for both international calls and for use at public phone booths can be purchased at kiosks throughout the city

### BETHLEHEM

In Palestine you can use any of the Israeli providers or the Palestinian provider, Jawwal: <http://www.jawwal.ps/>. Calls with an Israeli cell to a Palestinian number are expensive and vice versa. To solve this problem a number of locals have two phones. For a short stay, this isn't necessary but consider which cell phones you will call most frequently when selecting a phone company. Jawwal has really good rates for sending text messages abroad (2.5NIS). To dial land lines the country code is +970-2

### AMMAN

Communication International – charges 150 fils per minute to the US/UK through a cell phone (Nimer Bin Adwan St, downtown)

## **Health Insurance**

Keep in mind that you are required to have valid health insurance for the entire duration of your stay as a FoEME intern. You will be required to present the insurance policy upon arrival before you get started.

### **Suggestions:**

- 1) Travel Cuts – [www.travelcuts.com](http://www.travelcuts.com)
- 2) International Association for Medical Assistance to Travelers: <http://www.iamat.org/>
- 3) Harel Insurance (Israel): <http://www.harel-group.co.il/?CategoryID=587>
- 4) STA Travel: [www.statravel.com](http://www.statravel.com)

### **International Student ID Card**

If you are a student, it is worthwhile to obtain an International Student ID card. In order to obtain a card, you must supply proof that you are a student in the current academic year (i.e. university student card or a letter from your university, officially signed, dated and stamped) and a passport-size photograph. You will then be eligible for discounts on inter-city travel, museum entrance fees, etc. IDs can be purchased at ISSTA (<http://www.issta.co.il/> - there are branches at Ben Yehuda St. 109 and Dizengoff center 50), or any such student travel agency in your home country.

## **Practical Information**

### **TEL AVIV**

#### **Important Phone Numbers**

Police: 100

Ambulance: 101

Fire: 102

Information: 144

Overseas Operator: 188

Tourist Information Office: 03 639 56 60

#### **Currency**

Any post office will change money without commission. There are numerous change spots on all major streets in Tel Aviv including several in the vicinity of the FoEME office. Credit cards are accepted almost everywhere.



### **Banks:**

The main banks in Israel are Bank HaPoalim, Israel Discount and Bank Leumi. They are open Su, Tu, Th 8:30am-12:30pm & 4-5:50pm; M, W, F 8:30am-12pm.

### **Shopping**

Azrieli Center – 132 Petah Tikvah Rd

Dizengoff Center – center of town with stores, fast-food, and movies

Sheinkin St. – trendy clothing and jewelry boutiques

Shuk Ha-Carmel – (5 min. walk from office) at the intersection of Allenby Rd, and King George St. – everything from clothing, furniture, bedding, etc; further down you'll find fresh fruits and vegetables, although if you cannot speak Hebrew you will be subject to 'special tourist pricing'. Grocery stores with clearly marked prices are often a more reliable way to ensure you aren't being taken advantage of.

Flea Market (Shuk Psh-Pashim) - Jaffa

### **Medical Assistance**

Hospitals:

Ichilov Hospital – 6 Weizmann St. (03 697 44 44)

Assuta – 58-60 Jabotinsky St. ( 03 520 15 15)

Pharmacy: There are numerous pharmacies throughout the city including a "SuperPharm" on Allenby St. near the FoEME office.

### **Post Office**

The toll-free number for information about postal services is 177-022-2121. You can ask to speak to an English-speaking operator. Post office hours vary from branch to branch, but are usually open Sundays to Thursdays 08:00 to 12:30 and 15:30 to 18:00, and on Fridays from 08:00 until about noon.

### **Electricity**

Israel runs on 220 volts, so you will need a converter for your appliances, as well as an adapter. While both of these can be purchased in Israel, it may be more convenient to bring them from your home country.

### **Hebrew/Arabic Studies**

Most short-term visitors to Israel find that they can get by relatively easily speaking English. However, as with visiting any country, your experience will be greatly enriched by learning some basic Hebrew or Arabic. Hebrew schools are called 'ulpan' in Israel. There are a variety of ulpan around Tel Aviv that offer classes at different levels of intensity and level including full day courses and night classes. Contact the specific ulpan for information regarding when classes begin, their frequencies and costs For a list of ulpan throughout the country please visit:[http://www.nbn.org.il/learn\\_hebrew/ulpan\\_listing.htm#Central](http://www.nbn.org.il/learn_hebrew/ulpan_listing.htm#Central).

For a list of Arabic language schools click here:

<http://www.haaretz.com/hasen/pages/ShArtUnd.jhtml?itemNo=624902&contrassID=2&subContrassID=1&sbSubContrassID=0&listSrc=Y>

# **BETHLEHEM**

## **Important Phone Numbers**

Police Station: 02 2748222  
Emergency: 02 2741122, 02 2741323  
Hussein Hospital: 02 2741161/2/3  
Ambulance: 02 2743225, 2741161  
Fire Station: 02 2741123  
Overseas Operator: 188

## **About Bethlehem**

Bethlehem is a medium size Palestinian town with about 40,000 residents, located approximately 10 kilometers (6.2 miles) from Jerusalem. Three refugee camps (included in the 40,000) are on the outskirts of the village: Dheisheh, Aida, and Al-Azza. In recent years the newly constructed separation wall has isolated residents from Jerusalem, who cannot cross the checkpoint without an Israeli issued permit. As a result a number of restaurants and businesses, (especially those near to the checkpoint area) have closed.

Bethlehem is considered liberal for a Palestinian town, largely due to the high number of tourists. The population is 80% Muslim and 20% Christian (mainly Catholic and Greek Orthodox). As a result, it is common to see women walking around without a head scarf (unlike other towns such as Hebron or Nablus). It is still advisable to dress conservatively by western standards (shirt with sleeves and long pants for women and men).

## **Currency/ Banks**

The main currency used in Palestine is the New Israeli Shekel (NIS). Additionally, the Jordanian Dinar (JD), US Dollar and Euro are common. Bethlehem has numerous money changers on the major streets. There are also ATMs where you can withdraw NIS and US Dollars. The Arab Bank, Palestinian Bank, and Ahli Bank all have ATM's and are located on Manger Street, the other main road in Bethlehem. There is also a new Bank of Jordan with an ATM opening on Hebron/Jerusalem Road. Credit cards are accepted in some shops and restaurants but it is advisable to ask upon entry.

## **Medical information**

Pharmacies are available throughout Bethlehem. Many close on Friday or Sunday, but a few remain open 7 days a week. Pharmacists in Bethlehem are similar to those in Europe in that they can give medical advice and write prescriptions. For more serious matters, ask the Bethlehem staff to recommend a doctor.

### **Electric current**

The electric current used in Bethlehem is 220 volts AC, single phase, 50 Hertz. Three pin plugs are most commonly used, but two-pin plugs work also. Visitors from the USA will need a transformer.

### **Shopping**

Shopping in Bethlehem can be an enjoyable experience, with customers and merchants haggling over prices. Between the Matbasa and Nativity Church is one of the main souks or markets, which is a great place to buy fruits and vegetables. The other main souk is up near the Haisha Camp just next to Dar Alkalima. For clothing and specialty shops, Bethlehem has two indoor shopping areas/small malls; one on Manger Street and the other near the Matbasa. For larger shopping centers, you'll need to travel to Jerusalem.

### **Arabic Studies**

The Bethlehem office staff can make arrangements for private Arabic tutoring. Dar Annadwa, the international center near the Matbasa, offers colloquial Arabic classes for foreigners (for more information visit their website listed above). Furthermore, particularly during the summer some organizations in the Bethlehem area offer Arabic lessons for foreign groups, further information can be found at [www.holylandtrust.org](http://www.holylandtrust.org). The bulletin board at the Peace Center near the Nativity Church also has postings for Arabic tutors/lessons.

### **Post Office**

There is a post office in Bethlehem but mail has to pass through a number of inspections and is very slow in being delivered. In most instances, it is easier to go to the post office in Jerusalem.

### **Getting to Jerusalem**

On your days off it is often nice to take a trip to Jerusalem. You can take Bus 21 from Bab'Zqak, which usually comes in 20 minute intervals. The ride costs 7 NIS and takes about 45 minutes to arrive Damascus Gate. Make sure you always carry your passport as you will certainly be stopped at the border for inspection. Another option is to take a taxi to the checkpoint, cross on foot, and catch Bus 124 on the Israeli side. The ride is 4 NIS and takes about 20 minutes. Which option is faster depends on the time of the day. Most mornings, from about 4am-9am, the checkpoint is packed with people trying to cross to get to work. The time it takes to cross the checkpoint on foot can be highly unpredictable lasting anywhere from 5 minutes to 2 hours.

### **Gym/ Fitness**

The Catholic Action Center, located just off Manger Street, has a newly renovated gym with weight and cardio machines, an outdoor pool, sauna and a

basketball court. Its open six days a week except Sunday, but there are specific time slots when men and women are allowed to use the facilities. Dar Alkalima also has a gym and pool, but it is smaller and more expensive. Football (soccer) and other sports teams exist for men and women. For more information contact the Catholic Action Center (<http://www.ca-b.org/>) or Dar Annadwa. It is not advisable to run outdoors as very few men and absolutely no women run on the street.

## **AMMAN**

### **Important Phone Numbers**

Ambulance: 193

Fire Department: 4617101, 199

Police: 192, 191

Traffic police/Accidents: 4896390, 190

International Dialing Service: 0132

### **Medical Services**

Al-Khalidi Medical Center: Tel: 4644281, located on Bin Khaldoun St, southwest of 3<sup>rd</sup> circle , [www.kmc.jo](http://www.kmc.jo).

Islamic Hospital: Tel: 5680127, located just off Al-Malek al-Hussein St and Jebel al-Hussein.

Italian Hospital: Tel: 4777101, located on Italian St in downtown Amman

Jordan Hospital & Medical Center: Tel: 5607550, 5620777 located on Al-Malekah Noor St in Jebel Amman

Palestine Hospital: Tel: 5607071, located on Al-Malekah Ali St and Shmeisani

University Hospital: Tel: 5353444 located on University of Jordan complex, northern Amman

There are numerous pharmacies throughout the city.

Jacob's Pharmacy: Tel 4644945 located on the 3<sup>rd</sup> Circle in Jebel Amman open 9am-3am

### **Currency/Banks**

Numerous banks and moneychangers are located downtown along Al-Malek Faisal St. including The Arab Bank, Jordan Gulf Bank and The Housing Bank, all are compatible with Visa & Mastercard ATM. Jordan National Bank and HSBC ATMs are Cirrus compatible.

### **Post Offices**

Central Post Office: Tel: 4624120, located on Al-Amir Mohammed St, downtown and open 7:30am - 5pm Sat-Thu, 8am-1:30pm Fri.

Parcel Post Office located on Omar al-Khayyam St, downtown open 8am-3pm Sun-Thu, 8am-2pm Sat.

Customs Office: Located opposite the Parcel Post Office and open 8am-2pm Thu-Sat

### **Electricity**

Jordan's electricity supply is 220 volts/50 cycles AC. Sockets are generally of the two-pronged European variety, while a variety of other sockets and plugs, especially the 13 amp square three-pinned plugs are in use.

To be safe, bring a multi-purpose adapter. American equipment requires both an adaptor and a transformer. For your laptop, check the converter that connects to the plug, it will tell you how many volts your computer can use. (probably will not need a transformer for your computer. Most varieties of adaptors and transformers are readily available in electrical shops throughout Jordan. Electrical current in Jordan is reliable and uninterrupted.

### **Shopping**

Mecca Mall (largest): Located on Makkah al-Mukarramah Rd, Tel: 5527945.

Abdoun Mall: Located on Al Umanwiyeen St, Tel: 5920246.

Duty Free Shop: Located on Tunis St and Shmeisani, Tel: 5678147

### **Arabic Studies**

Jordan University - <http://ujlc.ju.edu.jo/> (The Language Center of Jordan University)

Ali Baba Language Center offers both classical and spoken Arabic lessons.

Website: [www.alibaba.jo](http://www.alibaba.jo) . email: [fadi@alibaba.jo](mailto:fadi@alibaba.jo) .

## **Other Links**

### **TEL AVIV**

[http://www.voyage.gc.ca/countries\\_pays/report\\_rapport-eng.asp?id=135000-](http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=135000-)

Travel Report for Israel, West Bank, and Gaza

[www.telaviv-insider.co.il](http://www.telaviv-insider.co.il) – Tel Aviv Insider: Provides Tourist Information history, hotels, food, night life, beach, shopping, sports, etc.

[http://www.telavivguide.net/tel-aviv/Useful\\_Information\\_A-Z/](http://www.telavivguide.net/tel-aviv/Useful_Information_A-Z/) - Information A-Z : Links to all this information - Area Codes, Credit Cards, Currency Exchange, Doctors, Embassies, Emergency Phone Numbers, Flights, Hospitals, Laundry, Libraries, Pharmacies, Post Office, Radio, Taxis , Tourist Information Offices, Tourist Police, Wireless (wi-fi) spots in Tel Aviv.

### **BETHLEHEM**

<http://www.bethlehem-city.org/English/index.php> - Bethlehem City's official site

## AMMAN

<http://www.guide2jordan.com/index.htm>- guide to Jordan

<http://www.amman.com/index.php>- great website with loads of info and a good interactive map

[http://www.virtualtourist.com/travel/Middle\\_East/Jordan/Amman-1800107/TravelGuide-Amman.html](http://www.virtualtourist.com/travel/Middle_East/Jordan/Amman-1800107/TravelGuide-Amman.html)- local Jordanians blogs with useful information about local and cultural information

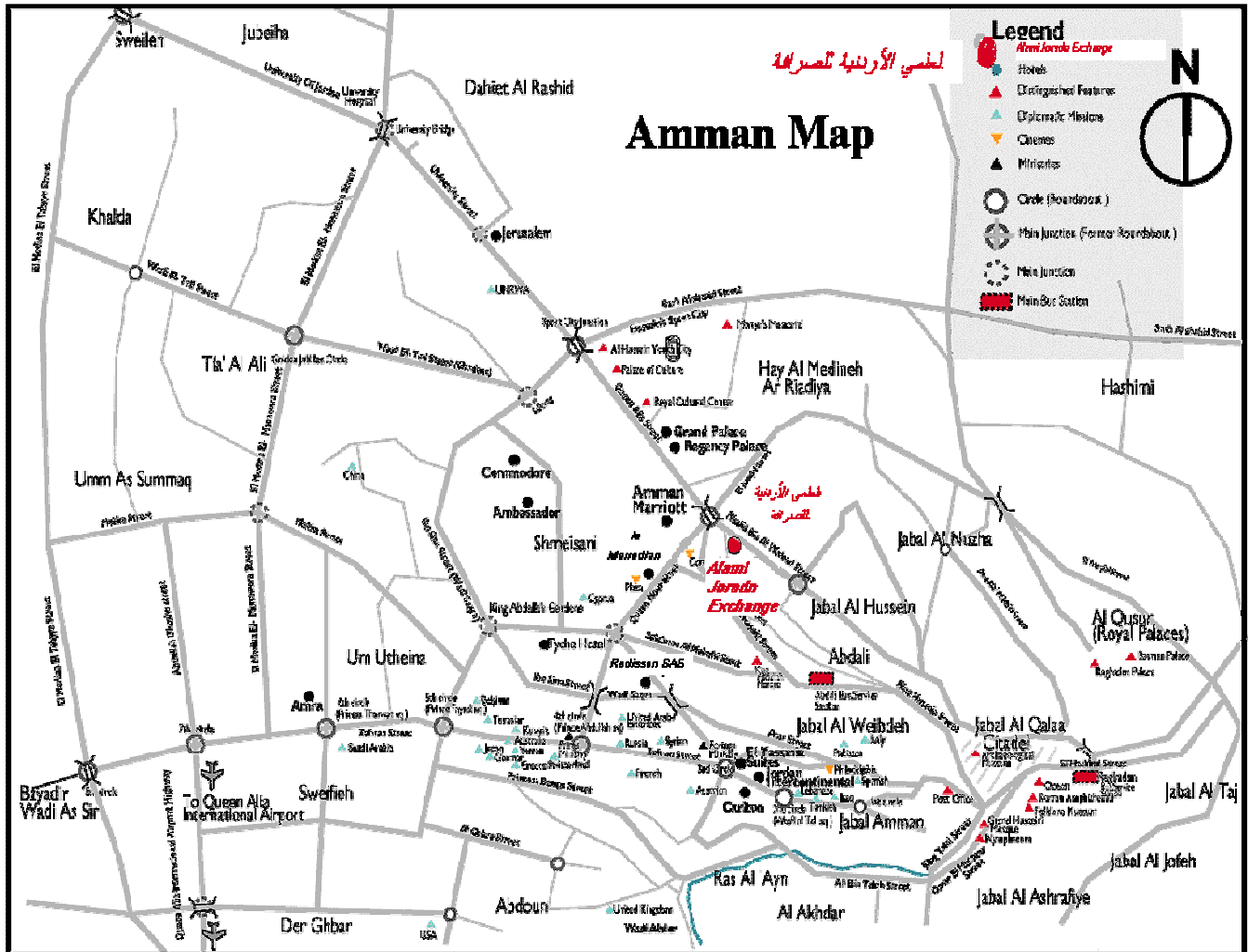
<http://www.ammancity.gov.jo/english/English.asp>- Amman Municipality website







# AMMAN



## Estimated Cost of Living



The below budgets are estimated for a three month internship.

### TEL AVIV

A lot of money can be saved by living with roommates. Single apartments in Tel Aviv are very expensive.

Item	Cost per month (NIS)	Cost for 3 Month Period (NIS)
<b>Rent</b>	3500 (single – less with roommates!)	10500
<b>Bills</b>	400	1200
<b>Food</b>	800	2400
<b>Phone</b>	250	600
<b>Insurance</b>	600	1800
<b>Transportation</b>	200	600
<b>Extracurricular Activities</b>	500	1500
<b>Total NIS</b>	<b>6250</b>	<b>18,750</b>
<b>American Currency (\$)</b>	<b>\$1840**</b>	<b>\$5520</b>

\*\*The dollar rate is calculated as 3.4 NIS

### BETHLEHEM

Item	Cost/month (NIS)	Cost for 3 Month Period (NIS)
<b>Rent</b>	1200-1600	3600-4800
<b>Bills</b>	100-200	300-600
<b>Food</b>	600-900	1800-2700
<b>Phone</b>	60-100	180-300
<b>Insurance</b>	Variable	
<b>Transportation</b>	300	900
<b>Extracurricular Activities</b>	200-300	600-900
	<b>2,460-3,400</b>	<b>7,380- 10,200</b>
<b>American Currency (\$)</b>	<b>720-1,000**</b>	<b>2,165-2,990</b>

\*\*The dollar rate is calculated as 3.4 NIS

## AMMAN

<b>Item</b>	<b>Cost per month (JD)</b>	<b>Cost for 3 Month Period (JD)</b>
<b>Rent</b>	200	600
<b>Bills</b>		
<b>Food</b>	150	450
<b>Phone</b>	12	36
<b>Insurance</b>	Variable	
<b>Transportation</b>	30	90
<b>Extracurricular Activities</b>	Variable	
<b>American Currency (\$)</b>	<b>1USD =0.708 Jd</b>	