

# THE HOLY SPIRIT UNIVERSITY OF KASLIK (USEK)

Faculty of Business and Commercial Sciences

**Student Exchange Program Handbook**



my lifetime  
experience





# TABLE OF CONTENTS



<b>Lebanon</b> .....	<b>3</b>
<b>The Holy Spirit University of Kaslik</b> .....	<b>4</b>
<b>The Faculty of Business and Commercial Sciences</b> .....	<b>4</b>
<b>Why USEK?</b> .....	<b>5</b>
• Trilingual University	
• A Convivial Ambiance in an Agreeable Framework	
• Dynamic Student Life	
<b>Before Arrival</b> .....	<b>6</b>
Application Process	
Visa	
Estimated Expenses	
Accommodation Services	
<b>Upon Arrival</b> .....	<b>7</b>
Pick-up from Airport	
Orientation Program	
Retrieval of PIN/ID from IT office	
Buddy Program	
Course Selection and Registration	
<b>Useful Telephone Numbers</b> .....	<b>8</b>
<b>Most Frequently Asked Questions</b> .....	<b>9</b>
Visa extension?	
Entry to University without a Student ID Card?	
Where can we Purchase our Books?	
Cellphones?	
Is there Wireless Internet on Campus?	
Transportation?	
Transcript?	



**LEBANON**  
**HAVE YOU EVER  
DESIRED TO  
EXPERIENCE A  
COUNTRY WITH  
AN ENGAGING  
CULTURE, GREAT  
WEATHER AND  
SCRUMPTIOUS  
FOOD?  
WELCOME TO  
LEBANON!**



Located at the crossroads of the Mediterranean Basin, Lebanon has dedicated its existence to rich ethnicity and religious diversity.

Combining the ancient with the ultramodern, Lebanon is one of the most fascinating countries in the Middle East.

**Main Languages:** Arabic, French, English, Armenian.

**Population:** 4,000,000

**Local Currency:** Lebanese Pounds/US dollars are accepted everywhere.

**Time:** +02:00 GMT

## THE FACULTY OF BUSINESS AND COMMERCIAL SCIENCES

- Founded in 1967, the Faculty of Business and Commercial Sciences is considered as one of the pioneers in business education in the Near East.
- 3 cycles of Study:
  - Bachelor - 8 specializations
  - Masters - 7 specializations
  - M.Sc. - 2 specializations
  - Ph.D. - 2 specializations
- Programs in English and French
- Member of:
  - PRME – Principles for Responsible Management Education.
  - EFMD – European Foundation for Management Development.
  - Scientific committee of EDUNIVERSAL – Top 1,000 best performing business schools worldwide.
  - AUF – Agence Universitaire de la Francophonie.
  - BEPS – Arab Society of Faculties of Business, Economic and Political Sciences.
  - State of the Art Facilities.

**Cirame** – International Research Center in Managerial and Economic Applications. Founded in 2008, to promote applied research in management and economic fields, relevant to managers and organizations of the public and private sectors.

## THE HOLY SPIRIT UNIVERSITY OF KASLIK

The Holy Spirit University of Kaslik (USEK) is a private Catholic higher education institution founded by the Lebanese Maronite Order (LMO) in 1961. It is, thus, the first University which was established upon a Lebanese initiative and by Lebanese citizens (in this case by the LMO monks). From that moment of establishment, these monks, who had been entrusted with a teaching mission for more than three centuries, have undertaken the management of USEK.

Located in the city of Jounieh, 25 km north of Beirut, USEK is situated in a pleasant touristic neighborhood, tying the Pine Mountains to the bay of Jounieh, which is said to be the best area of the Eastern Mediterranean Coast.



**Dealing Room** – Our Dealing Room is among the biggest and best equipped trading rooms in the educational world. It is easily comparable to dealing rooms of prestigious institutions such as Massachusetts Institute of Technology (MIT) in the USA, HEC Paris in France, HEC Montréal in Canada and Reading University in the UK. It is linked to real time financial data and is supplied by the Reuters Ltd data flow.



# WHY USEK?

- **Trilingual University** - Learn a new language and become exposed to a completely new culture.

Since its inception, USEK has mainly been a French-speaking University. However, due to the current development of society and the labor market, also the importance of English language in several vocational spheres, USEK, and specifically the Faculty of Business and Commercial Sciences, has opted to offer several courses and programs in both English and French.

Furthermore, the content of certain specializations makes it necessary to have students taught in Arabic. Hence, thanks to these options, not only do USEK students get a quality education, in the field they are specializing in, but they are also able to communicate in all three languages.

- **A Convivial Ambiance in an Agreeable Framework**

USEK's main campus is located in Jounieh, which borders the bay bearing the same name, along the Eastern coast of the Mediterranean. Jounieh is a cosmopolitan city, which has a radiant history, magnificent archaeology, natural beauty, and numerous leisure and sports activities. The University's premises combine tradition with modernism, and offer an agreeable and calm environment, which favors thinking and studying.

- **Dynamic Student Life**

USEK cultivates a strong feeling of 'belonging' among its students, thanks to its welcoming student life and the multiple services it offers them. Hence, outside the framework of courses, student life in USEK becomes interestingly multilayered. It offers new occasions to develop new competences, knowledge and to build a large network of contacts: a student magazine, social associations and clubs, pastoral work, cultural trips, student parties, etc.

Since the University is keen on emphasizing the culture of the body as well as that of the mind, it also offers students a broad choice of sports activities. The program includes: basketball, volleyball, football, tennis, table tennis, oriental dance, yoga, skiing, etc.

# 6

## BEFORE ARRIVAL



### APPLICATION PROCESS

The application process does not require many documents. However, in instances where all documents are sent in their original forms, by post, before the mentioned deadlines, they must be prepared in enough time.

### Required Documents

- Application Form; downloadable from usek.edu.lb, Faculty of Business page.
- Curriculum Vitae (CV)
- Letter of Motivation – In English or French
- Copy of Passport
- Passport pictures (2)
- Official Transcripts

### Deadlines

Application Deadlines	
Fall Semester	June 30th
Spring Semester	November 30th

### VISA

Touristic visas can be obtained immediately upon arrival at the airport, at passport control; however, students staying for one semester will have to extend the visa for at least a few more months. In order to prevent any problems, contact the nearest Lebanese Embassy in your area and see whether they require a proper procedure for a student visa. We will be happy to assist you with all necessary documents. Please do keep in mind that this may require time. Therefore, during the preliminary stages of applying, start contacting the embassy to prevent any delays.

### ESTIMATED EXPENSES

Estimated Expenses (American Dollars)	
Accommodation	\$400-\$500 USD (may include electricity and water)
Food	\$350 USD
Public Transportation	\$100 USD
Miscellaneous	\$300 USD
* Prices are subject to change, depending on each individual	

### ACCOMMODATION SERVICES

The Faculty is not directly responsible for securing accommodation. The initial contact must be made by the student and, where assistance is needed, the Student Exchange Office will be more than glad to help.

It is worth mentioning that your search should start immediately once you have received the acceptance letter, since it is quite time consuming to find exactly what you are looking for.

In the below table you will be able to find few contacts that may assist you in your search. Make sure to mention that you are calling from abroad and will be attending an exchange program at USEK. We also recommend that you continue your search online, but make sure the website is credible. Please do keep the Student Exchange Office at USEK updated at all times about this matter.

Accommodation Contacts	
Résidence Borgi ( <a href="http://residenceborgi.com">http://residenceborgi.com</a> )	+961 9 636 583
Résidence Geagea	+961 9 636 802; +961 9 637 802; +961 9 638 802
La Forge	+961 3 337 237
Foyer des Apôtres	+961 9 934 975; +961 9 934 976
USEK Dormitory (females only)	+961 9 600 980







# UPON ARRIVAL

## **PICK-UP FROM AIRPORT**

If you do not have anyone (friends or family) in Lebanon, then we will be more than happy to reserve a pick-up for you; to meet you from the Airport and take you straight to your destination. You must reserve this with the Student Exchange Office; providing them with your flight details and accommodation details.

## **ORIENTATION PROGRAM**

Orientation day is devised for new students who would like to find out about important issues, dates and procedures. It is advised that a student attend this program since a lot of information is provided during this session and many answers to questions are given. In order to know what date Orientation day is, please ask the Student Exchange Office.

## **RETRIEVAL OF PIN/ID FROM IT OFFICE**

During orientation, details of how to retrieve your ID and Pin Number will be divulged. To obtain the ID and Pin Number is a MUST, since you will not be able to register your courses online. Your ID and PIN number can be retrieved from the IT office on campus, next to the main Library.

## **BUDDY PROGRAM**

To make you feel at ease, we will assign a Buddy that will be dedicated to you for one week! This buddy is responsible for taking you around the University and showing you all the key facilities. The Buddies are fully trained to answer all your inquiries and may even offer to take you to see the city and its sites.

## **COURSE SELECTION AND REGISTRATION**

Now that you have your ID and PIN number, you are ready to open an account on the Banner system of USEK.

The first step is to choose the right courses for you. According to the equivalence in credits, a certain number of courses will be chosen and your learning agreement will be sent to your home coordinator for approval. Once all approvals have been received you may begin registration.

If you would like to take a Language course, please do keep in mind that it will not show up on your transcript and, therefore, will not be counted in the amount of credits you will be taking.

It is worth mentioning that all Bachelor courses are only open for Bachelor students and the same applies to Master courses.

USEK works on a basis of credits; all minor and major courses are of 3 credits. Per semester a minimum of 9 credits or a maximum of 18 credits can be taken. On average, exchange students take 4 to 5 courses per semester.



# USEFUL TELEPHONE NUMBERS

**The Holy Spirit University of Kaslik** | 09 600 000

**Student Exchange Office** | 09 600 858

**Taxi Companies** | Allo Taxi – 1213  
Elegance Taxi – 09 333 332  
London Taxi – 09 854 370  
Missed Call Taxi – 09 932 121  
Schumacher Taxi – 09 221 055

**Hospitals around the area** | Notre-Dame du Liban – 09 644 644  
Saint-Louis – 09 911 193  
Notre-Dame de Secours – 09 541 700

**Food Delivery** | Roadsters – 09 933 955  
Crepaway – 09 211 021  
Zaatar W Zeit – 09 831 601  
Sanyour – 09 222 551  
McDonalds – 1297  
Burger King – 09 637 534

# MOST FREQUENTLY ASKED QUESTIONS

## VISA EXTENSION?

✳️ Please refer to the Visa section of this handbook. You may also refer to the nearest Lebanese Embassy.

## ENTRY TO UNIVERSITY WITHOUT A STUDENT ID CARD?

✳️ As soon as you have registered for your courses, we will provide the security, at the main gate of the University, with your name so that you may enter the campus freely.

## WHERE CAN WE PURCHASE OUR BOOKS?

✳️ There is a bookstore on campus that sells all necessary books. However, in order to secure availability of the books you must not postpone your visit. It would be advisable, once your syllabus has been received, that you go down and ask for the required textbook. If you find that books are not available in the 'on-campus' bookstore, then consult the Student Exchange Office for your next step.

## CELLPHONES?

✳️ In Lebanon, there are only two major telecom providers, Alfa and MTC Touch. You may purchase a prepaid line from any convenient store that holds the Alfa or MTC Touch sign, outside their store. More guidance can be offered to you by the Student Exchange Office.

## IS THERE WIRELESS INTERNET ON CAMPUS?

✳️ The entire campus of Kaslik benefits from Wi-Fi coverage. In order to connect to the wireless network of USEK, consult the Wireless Manual on MyUSEK and the website. Beside this, a computer room is also available to students. This is room PS 106 (take the stairs down next to the Library main entrance). This room has 48 computers, all connected to internet as well as to the university's intranet (MyUSEK). An IT assistant is always present in the computer room, in order to answer all your questions.

## TRANSPORTATION?

✳️ There are two types of taxis in Lebanon; one referred to as "service" and the other as a normal taxi. The service will charge you a very minimal fee. However, it is often shared with other passengers that are heading in the same direction. The taxi is a private company whereby you will be the only passenger to use it. However, it demands a higher fee than the service. Buses are available, but they do not have an assigned schedule. They can be found on the major highway.

## TRANSCRIPT?

✳️ Your transcript will be sent to your home institution and delivered to your international coordinator. An email will be sent by the Student Exchange Office of USEK informing you that your transcript has been sent out. An unofficial transcript will be sent to you by email.



