



## **Location and Course Information *Alexandria, Egypt***

The following contains very important information to help you pack and prepare for your stay in Alexandria, Egypt as well as details regarding the training location and training course. Please read this thoroughly and keep it for future reference.

### **Deposit**

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

### **Final Payment**

On the first morning of the course the trainers will arrive early to handle final payments. All payments **MUST** be made by the end of lunch on the first day unless special arrangements have been made with the trainers.

The payment can be made in cash in US dollars or Egyptian pounds, by credit card or by bank transfer (which must be arranged with your bank before you leave home). If you would like to pay by bank transfer, please contact us at [applications@teflife.com](mailto:applications@teflife.com) for our bank details.

Late fees of \$25 per day may be assessed if payment is not made.

If payments have not been received by the end of class Wednesday afternoon of the first week, you must gain permission from [applications@teflife.com](mailto:applications@teflife.com) to remain in the course.

### **Visa and Passport Information**

You will be required to get a tourist visa (our course is registered as a seminar in Egypt, not as a school) from the nearest Egyptian Consulate or Embassy. This process takes about one week. You can also obtain your visa upon arrival in Cairo. We recommend getting your visa before you leave your home country not to waste time at the airport waiting for the visa. If you want to stay longer in Egypt you can extend your stay for periods up to one year.

For more information on obtaining visas please visit one of the following web websites:

<http://www.traveldocs.com/eg>

[http://www.worldrover.com/entry/egypt\\_embassy.html](http://www.worldrover.com/entry/egypt_embassy.html)

<http://projectvisa.com/countryinfo.asp?countrycode=eg>

<http://www.languagecourse.net/visa/egypt.php3>

\*As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.

### **Working in Egypt**

If you are planning on seeking work in Egypt, please bring along your original diploma and transcripts from College, Technical School or High School, as well as a copy of your birth certificate.

## Getting to Alexandria – Your Arrival

You will find no problem getting a direct flight to Cairo from Europe or America. Your accommodation is available starting on the Friday before the course begins through the final Friday, the day following moderation day. Arriving on Friday will give you a chance to relax and get accustomed to your surroundings before the course begins.

At 3:00 pm. on the Friday prior to the course start date, we will provide transportation from Cairo International Airport to your accommodation in Alexandria. If you plan to get a ride at this time, please meet us at 3:00 pm. at the information desk in the arrivals hall. Those arriving at any other time will be responsible for arranging their own transportation, but we will definitely be glad to give you instructions on how to get to Alexandria. We can also arrange a private airport pick up for you for an extra fee of L.E. 350. Once you have confirmed arrival details, please send it to us and we will e-mail you the most convenient ways to get to Alexandria.

If you arrive in Cairo Airport, terminal 1 (AKA the old airport), you will find the bus station right after the parking lot. In the bus station you will find two lines to take you to Alexandria, Super Jet and West Delta. We recommend the Super Jet buses, which are a little more expensive, 50 Egyptian pounds, but faster. If you land in terminal 2 (AKA the new airport), you will have to take a taxi to terminal 1 and take the bus there. A reasonable fare is 30-40 Egyptian pounds. In Alexandria you will get off at Moharam Bek Station, the final destination. There you can give us a call at 03 541 1503, 0182956688 or 0116677770 and we will be glad to have someone pick you up, provided that this is between 09:00 am and 10:00 pm.

You can also take a taxi in the airport parking lot but you have to bargain about the price (a reasonable fare from Cairo to Alex is 350-400 Egyptian Pounds)

Our address is:                   TEFL International  
  4, Shohdy Bashr Street  
  Behind Mo'men  
  Stanley  
  Alexandria  
  Egypt

The school phone number is +2 03 541 1503.

The school is open Saturday through Thursday from 09:00 am to 09:00 pm.

The School Manager, Khaled's mobile number is 0182956688, and Hisham Farouk, Admin director's, is 011 6677 770.

If you have any emergency or any problems before getting to us, call us at any of the numbers above for assistance, card phones (they are called menatel) are everywhere and you can buy a phone card at any corner shop.

**Important Note** - Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements via email at [applications@teflife.com](mailto:applications@teflife.com) Please do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information!

## Accommodation Details

Accommodation in al-Agami, a seafront suburb of Alexandria, consists of a shared two-bedroom apartment on our private campus. Each apartment has a furnished sitting room, a bathroom with

hot water and a kitchen equipped with a refrigerator, a cooker, and cooking utensils. All apartments are clean, comfortable and adequately furnished. Towels and sheets are not provided (two flat queen-size sheets are recommended).

Al-Agami itself is approximately 30 minutes by cab from the Alexandria city center at a cost of around 30 Egyptian pounds; public transportation is also available for around 3 Egyptian pounds. Transportation to and back from the school in Stanley will be provided everyday for free. Free group transportation from the campus to the city center can be provided once a week outside school hours. Transportation will also be provided to and from schools during teaching practice. Al-Agami is a popular resort area with supermarkets, restaurants, and other stores containing all the items you may need to live comfortably. Paradise beach, a popular local beach to which TEFL has private access during the summer, is located within a hundred yards of the campus. Although the area is much quieter in the off-season (October to May), you will still find plenty of shops and restaurants open and busy. For further information about your living and learning arrangements, please visit our Facebook Group page ("TEFL International Egypt!", started by a former trainee) or ask to have photos or information about the campus emailed to you.



### **Laundry**

There are laundry services available very close to the accommodations at cheap prices.

### **Meals**

There are many restaurants close to the accommodations offering a variety of Egyptian and western food. You can use the kitchen to cook your own food. Home delivery service is provided by many restaurants.

### **Drinks, Snacks, Personal Food Items**

Coffee, tea, soft drinks and snacks may be purchased at a small cost from the shops across the street. Tap water is deemed safe in Egypt; all the Egyptians use it for drinking and cooking. But if you doubt it drink bottled water during your stay. Bottled water is inexpensive and readily available everywhere. Every apartment has a refrigerator so that you can keep your food, drinks and snacks.

### **Smoking and Drinking Policy**

Smoking is not allowed anywhere inside the school. There is also a strict "No Drinking" policy while on school grounds. What you do in your spare time is your business, however public intoxication at the school or the accommodation premises could result in the termination of the program.

## **Training Course Schedule**

The initial orientation is usually on Saturday evening prior to the course start date at 6:00 p.m.

The first class will take place Sunday morning at 9:30 a.m. The course schedule will be provided on Sunday morning. Sessions generally run between 9:30 am. and 5:00 pm. with appropriate breaks. The van transportation shuttle departs at 8:00 am. on days when there is outside teaching practice unless you are notified otherwise.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for rescheduled TP.

## **Course Dress Requirements**

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

During Teaching Practice, however, there are specific dress requirements that adhere to the local working culture and basic ideas of professionalism. All trainees are expected to dress “casually smart” according to the following guidelines:

### **Women:**

The most suitable outfit would be a short- or long-sleeved blouse or shirt and a skirt long enough to cover the knees. Shoulders should be covered and thin straps or tank tops are not allowed. No low-cut necklines or very short skirts. Bare midriffs must not be visible, even when lifting arms up. Open-toed shoes are not preferable.

### **Men:**

Long pants; no raggedy jeans. Short- or long-sleeved shirt with a collar; a tie is not necessary. Sandals are not acceptable; closed shoes are preferred. Long hair should be neatly tied back into a pony-tail.

## **Resources**

Please bring a pen and a notebook for taking notes during class. All relevant forms and instructions will be provided, as well as notes from the input sessions.

You may want to bring a small recorder with you. It is not required equipment, but many trainees have commented that the possession of one made the course easier for them (in preparing for lessons, interviewing and listening to conversations with students).

Various books are provided for use by trainees. However, no books should be removed from the classroom without specific permission from the course tutors. Inventory of all books will be conducted at the end of the course to ensure that no books have been accidentally removed.

You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools necessary to make student materials. However, the trainees are responsible for providing additional poster board, markers, glue, pens, paper, etc., for creating teaching materials. These can be purchased at any stationery store.

A photocopying machine is available for use by all trainees without charge

### **Trainee Course Feedback Sessions**

There will be two trainee feedback sessions. The first will be in the middle of week 2 and the second will be at the end of the course. These sessions are aimed to give trainees the opportunity to provide feedback regarding anything to do with the course, accommodations, and so on. To allow trainees to speak more freely about any problems they may be experiencing, the course trainers will not attend these sessions. We welcome your open and honest feedback so we can continue to improve the training course and the facilities provided at the training location.

Even though there are two scheduled feedback sessions, please feel free to give feedback to the trainers at any time. Of course, we welcome all positive comments as well!

### **Internet Facilities**

The internet services are provided widely in Alexandria. The usual charge is about 2 Egyptian pounds per hour. There is wireless internet access in the students' lounge at the accommodation. There is wireless internet access at the school in Stanley.

### **Transportation Inside Alexandria**

There are different means of transportation in Alexandria such as the tram, buses, vans and taxis. The most comfortable of which are taxis. As well, they are not expensive; the usual rides inside Alexandria will cost something between 2 and 5 pounds. As a foreigner, however, the drivers may try to over charge you so it is recommended to ask any one of the staff about the reasonable fares.

### **Local Weather Conditions**

The weather in Alexandria is like other Mediterranean cities. It is cold and rainy in winter and dry, hot and moist in summer.

For more information about Alexandria visit one of these websites:

<http://ce.eng.usf.edu/pharos/alexandria/tourist/>

<http://www.discover-egypt.co.uk/Tourist-Information-For-Alexandria.html>

<http://www.asinah.net/egypt.html>

**We look forward to welcoming you to the fascinating country of Egypt!**

## **FREQUENTLY ASKED QUESTIONS Alexandria, Egypt**

### **The TEFL Course in Alexandria**

#### **1. What does the tuition for the program include?**

Total fees for TESOL Certificate course:

**US\$ 1,690 including accommodation**

**US\$ 1,590 excluding accommodation**

Comprised of:

**US\$ 500** non-refundable deposit

**US\$ 1,190** TEFL course fee final payment. This amount includes tuition, accommodation, course materials, certification and moderation fees. Airfare and food are not included. A discount of \$100 is available if you choose not to take the accommodation.

Total fees for TESOL Certificate course + Arabic Cultural Immersion Program:

**US\$ 1,990** – including accommodation for the 4 week course

**US\$ 1,890** – excluding accommodation for the 4 week course

Comprised of:

US\$ 500 non-refundable deposit

US\$ 1,490 Final Payment

- 4 week TEFL International TESOL course in Alexandria, Egypt including accommodation. A discount of \$100 is available if you choose not to take the accommodation.
- 48 hours of group lessons or 36 hours of one-to-one Arabic lessons, only if one student is enrolled.
- Cultural Immersion Activities
- 6 week teaching internship with TEFL International
- Accommodation during the extra 6 weeks
- Internationally-recognized TEFL certificate
- Course materials, certification and moderation fees
- Airfare and food are not included

## 2. How do I pay for the course?

Please pay the balance of the course fees in Alexandria directly at the school on the first day of the course. (By this stage, you should already have paid the \$500 deposit either online by credit card or via bank transfer.) Payment can be made in US Dollars, Egyptian Pounds, Visa and MasterCard. If paying by credit card you must produce the actual card for processing. Payment via bank transfers or checks should be arranged with the school prior to arrival. Please email this request to Khaled Helmy at [applications@teflife.com](mailto:applications@teflife.com)

## 3. What is an average program day like?

Classes run from 9:30 am to 5:00 pm. There is a break from 12:30 to 1:30 in addition to appropriate between sessions. Classes run Sunday through Thursday, a typical school week in Egypt. The first weeks are input sessions where trainees acquire related to teaching techniques, classroom management, grammar, phonology, Arabic language and culture, and other components of the course. Teaching practice starts in the last 2 weeks of the course. It includes live teaching observation, shared teaching practice and 6 teaching practice classes. In a typical day during the teaching practice time, trainees go to the teaching practice school to give their lesson in the morning and in the afternoon prepare for the next teaching practice class with assistance of the trainers at the center. On the day of teaching practice, should it involve teaching Adult Centre, the day will start at around 12:00 with lesson preparation, and classes will be taught towards the evening.



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## 4. How many students on average are in the program each month?

There is an average of ten trainees each month.

**5. What are the teaching practice students and classes like?**

We use local Egyptian students for the trainees' teaching practice. Teaching practice classes are held in real classrooms in schools in Alexandria or in our EFL classes at TEFL International, Egypt.

**6. What are the program accommodations like? Where are they located?**

Accommodation in al-Agami, a seafront suburb of Alexandria, consists of a shared two-bedroom apartment on our private campus. Classes for the first two weeks as well as lesson preparation occur on this campus. Each apartment has a furnished sitting room, a bathroom with hot water and a kitchen equipped with a refrigerator, a cooker, and cooking utensils. All apartments are clean, comfortable and adequately furnished. Towels and sheets are not provided (two flat queen-size sheets are recommended). Optional free cleaning services are available once per week upon request; also, cleaning materials are available for trainees' use.

Al-Agami itself is approximately 30 minutes by cab from the Alexandria city center at a cost of around 20 Egyptian pounds; public transportation is also available for around 5 Egyptian pounds. Free private transportation from the campus to the city center will be provided twice a week outside school hours. Transportation will also be provided to and from schools during teaching practice. Al-Agami is a popular resort area with supermarkets, restaurants, and other stores containing all the items you may need to live comfortably. Paradise beach, a popular local beach to which TEFL has private access during the summer, is located within a hundred yards of the campus. Although the area is much quieter in the off-season (October to May), you will still find plenty of shops and restaurants open and busy. For further information about your living and learning arrangements, please visit our Facebook Group page ("TEFL International Egypt!", started by a former trainee) or ask to have photos or information about the campus emailed to you.



**7. Can I have things shipped or mailed to me at the school?**

Yes! However, we suggest you have things sent to you at our office in Alexandria rather than your apartment. (Note: When items larger than an envelope are shipped to you, you may be asked to pay customs fees/taxes. Usually these fees are exorbitant, and they can rise with packages containing electronics and other valuable items. Also, your packages may be opened and checked in transit. Regular mail is not very reliable as it can take more than four weeks for a package to be delivered. A courier like FedEx or DHL is more reliable, although this is more expensive.

*The office address is:*  
4 Shody Basha St.  
Stanly, Alexandria, Egypt  
Mob:+ 2 01829 56688  
Tel: +2 035225872  
Facsimile: +2 035411503

**8. Can I bring my laptop?**

You can if you like, but for the course purposes like lesson planning and preparation, you can use the computers in the resource room at the school. Internet service is provided in Internet cafés near the school and the accommodation at very cheap prices. There is wireless access to the internet both at the accommodation and at the school.

**9. What is the free excursion included in Alexandria course?**

The Alexandria course includes a free excursion to Cairo. You will visit the pyramids, the Egyptian museum and the Khan El Khalily (the *Souk*). From time to time there will be changes in the excursion destinations.

**Questions about Alexandria - Living in Egypt**

**1. Is it safe to travel to Egypt?**

It is absolutely safe. People are very friendly and always willing to help. Egyptians are very curious about foreigners and will often want to stop and have a chat with you in the street. However, female travelers sometimes find themselves the object of unwanted attention. You may occasionally be stared or whistled at. But don't be concerned - learning a few Egyptian phrases appropriate for such situations may prove useful in discouraging such behavior. If you're interested, we recommend purchasing an Egyptian Arabic phrasebook from Lonely Planet or Rough Guides before your arrival to help aid your transition into Egypt.

**2. How do I get to Alexandria?**

In order to be picked up at the airport, please let us know the date and time of arrival and the flight number no later than ten days before the start of the course. This is so that we can make arrangements to meet you and take you to your accommodation. We provide one group pick up free of charge on the Friday before the course beginning date at 03:00 pm. Otherwise we can arrange a private pick up for an extra fee of L.E. 350.

**3. What documents do I need to bring?**

Of course you need your passport; when you secure work you may be asked to provide notarized copies of your birth certificate and college degrees. You might also consider obtaining an international driving permit, should driving in Egypt be necessary for you. For a married couple to share accommodation, a marriage certificate is required.

**4. What are the average housing and living expenses in Egypt?**

Most likely you will rent a furnished apartment or share it with someone else. The cost will depend on where you choose to live. A pleasant, small two-bedroom apartment in Egypt is about 1500 to 2000 Egyptian pounds per month, in average. However, in Alexandria in the summer months, this amount may triple if you don't have a long term lease arrangement. In Egypt you can cover the basic life expenses with a total monthly income of around 2500 Egyptian pounds.

**5. How do I find housing subsequent to the program?**

We are happy to help our trainees locate housing subsequent to the program, and we have a number of local contacts.

- 6. What do I do if I get sick in Alexandria? Are there western-standard medical facilities?**  
If you find yourself requiring medical attention, Alexandria has a number of very good hospitals and clinics with well-educated, helpful doctors. There are also pharmacies on every other corner.
- 7. What's the public transportation system like?**  
There are local buses as well as minibuses that run all over Alexandria and al-Agami; these are cheap (usually no more than a pound or two) and run often, but may require some knowledge of Arabic and the area. You can ask anyone at TEFL for tips on catching a bus or minibus. Taxis are the best transportation option and they are quite cheap. An average ride will be less than 5 or 6 Egyptian pounds. The longest ride in Alexandria is about 20 pounds, less than 4 dollars. The tram is also a popular and cheap option when you have the time. The main tram, the blue line, runs through most of Alexandria parallel to the sea; it's a great way to see the city if you have the patience for a slow moving journey.
- 8. How can I keep in touch with home?**  
The cheapest way to call home is through the computer with a Skype account. The program is available on most computers at TEFL, and can be downloaded for free. Computer to computer calls are free with Skype, and calls to landlines/mobiles are very inexpensive. Phone cards can also be purchased in Egypt for use with landline or mobile phones.
- 9. What's the climate like? What kind of clothing will I need to bring?**  
In summer it is hot. Cotton wear is the best for this season. You can buy Egyptian-cotton clothes at great prices in Egypt. The rainy season in Egypt is from October to March and it is rather cold then. Warm clothes and raincoats are recommended for this period.

### [The job market and teaching in Egypt - Paperwork and documentation](#)

- 1. What is the TEFL job market in Egypt like? Will I have trouble getting a job?**  
The TEFL job market in Egypt is not as good as that of Asia at the moment. Finding employment is easier at the beginning of the school terms: in September and February. Most TEFL positions can be found more easily in Cairo.
- 2. When do I need to start looking for work in Egypt? Where do I start?**  
We suggest you begin setting up interviews and sending resumes in the second or third week of the course.
- 3. What will TEFL International do to help me secure employment?**  
We can provide you with a list of schools in Alexandria and Cairo and help you with resume and interview preparation. We have good connections with many Egyptian schools who contact us regularly about their teaching positions. We guarantee job placement assistance, but please note that TEFL International doesn't 'guarantee' its graduates employment in Egypt.
- 4. What is the average salary like?**  
Salaries in Egypt vary widely. They range between 1500 and 20 000 Egyptian Pounds per month. Teachers can also do private tutoring for more income.

**5. Do most schools provide accommodations for their teachers?**

It is negotiable.

**6. How many of the TEFL graduates actually find work in Egypt?**

All of our course graduates who have wanted to work in Egypt have been able to secure teaching positions.

**7. Do schools provide health insurance?**

Generally, they do not. However, medical services in Egypt are very inexpensive.

**8. Do schools provide work permits?**

Schools usually do not provide work permits. Most teachers stay in Egypt on a tourist visa, which can be obtained for up to one year and can be renewed for next to no fees.

**9. What is a typical teaching position like?**

Most teaching positions are in primary, middle or high private schools. In the afternoons teachers can work on part-time basis in language centers.

**10. Can I return to my own country and teach with my certificate?**

Yes, though the requirements for working in ESL or TEFL in many western countries are different, and schools sometimes seek candidates with graduate education in ESL or TEFL.

***A final note for those interested in the Arabic Internship Program.***

Students have an option to enroll in the Arabic Internship Program, which commences in the week following the conclusion of the TEFL Certificate course. The Internship program is designed to give TEFL graduates an opportunity to gain English teaching experience and in return receive professional Egyptian Arabic language tuition. Graduates will gain valuable industry experience as well as Arabic conversation skills including familiarization with the Arabic alphabet.

The Arabic Internship Program has four components. These include the English teaching component, teaching preparation, Arabic tuition, and student time needed for Arabic study and assignments. Interns must consider each of these components as equally important and **ensure that they have no other commitments that prevent them from undertaking all of these tasks**. Interns need to be committed solely to these tasks in the six-week period and will be required to sign an agreement to honour this commitment. We look forward to working with our interns to build upon skills acquired during the TEFL course and to share new experiences through language learning.

***Please do not hesitate to contact us should you have other questions or concerns. Thank you for choosing TEFL International.***