



Plymouth State
UNIVERSITY



Pre-Departure Orientation Manual



**Pakistani Educational Leadership Institute
(PELI) 2008**

Plymouth State University, New Hampshire, USA

Pre-departure Orientation Manual

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Welcome letter

Dear Participants,

Idara-e-Taleem-o-Aagahi (ITA) and School Improvement Network Pakistan (SINP) congratulates you on your selection for “Pakistani Teachers Project” arranged by Plymouth State University in Plymouth, NH , USA for Pakistani teacher training and professional development, and extends its best wishes and a warm welcome as you prepare for your visit to the United States of America.

To help make your departure arrangements and to give you a better understanding of the program that you are about to undertake, this orientation manual has been put together for your use. It contains all the necessary information about your program and your stay in the United States of America. It is important that you read all the materials carefully to clarify your mind regarding any issues that you may encounter during the program.

Please keep this manual to use as a reference for your entire program. If you have any further queries, please contact program staff for help.

Regards,



Beena Raza
Coordinator SINP / ITA



Pakistani Educational Leadership Institute PELI, 2008. New Hampshire, USA

Overview

The 2004 Pakistani Educational Leadership Institute was the inaugural program, superseding the 9/11 commission Report which included a recommendation to "...strengthen long-term U.S. and international commitments to the future of Pakistan..." The Institute brought 25 Pakistani administrators and teachers to campus for a five-week groundbreaking program and cross-cultural exchange. Funded by \$250,000 grant from the U.S. Department of State, Bureau of Educational & Cultural Affairs, the goal was to help educators enhance their subject knowledge, pedagogical skills and disposition toward new ways of teaching.

In June 2008, PSU will welcome the fifth batch comprising of 20 new Pakistani secondary school teachers and administrators. PSU faculty will offer enriching seminars, field work and classroom sessions in cultural heritage and environmental stewardship, enabling participants to concentrate on best practices in education. At the conclusion of the institute, participants will receive a certificate of study recognizing their quality work in this specialization. A series of recreational trips, including a day trip to Boston and a three day stay in Washington, DC will be the high points of the four week institute. Social gatherings will be held to introduce participants to members of Plymouth and other New Hampshire communities, demonstrating the essence of social capital, where members of a small university community come together to promote the common goal of an international education and cultural exchange.

Rationale

Plymouth State University (PSU) received assistance from US Department of State for training of Pakistani educators at a secondary school level. The project is called the Pakistani Educational Leadership Institute. The institute is being held for four week beginning on June 29, 2008, in the state of New Hampshire, USA.

Twenty participants will take part in this institute, 6 men and 14 women.

Program Goal

Develop and deliver technical training in the areas of Cultural Heritage and Environmental Stewardship, with particular focus on secondary classroom teachers and administrators and their training needs.

PSU Profile

Plymouth State University is a coeducational, residential university with an enrollment of approximately 3,800 undergraduate students and 1,500 graduate students. Plymouth State was founded in 1871 and over the years has expanded to

170 acres and forty-six buildings. During its history, the institution has evolved from a normal school to a teachers' college to a state college and in 2003 to a state university. Plymouth State preserves the brick-and-ivy look of its New England small-college heritage while integrating state-of-the-art technology and facilities into an attractive, contemporary campus design.

The university offers B.A., B.F.A., B.S., M.B.A., and M.Ed. degrees and the Certificate of Advanced Graduate Studies (CAGS) in Education. Plymouth State is accredited by the New England Association of Schools and Colleges, the New Hampshire Postsecondary Education Commission, and the National Council for Accreditation of Teacher Education (NCATE).

ITA / SINP Profile

Organizational Background

Idara-e-Taleem-o-Aagahi (ITA) or “Centre for Education and Consciousness” Public Trust and School Improvement Network Pakistan (SINP) is a response not only to a profound crisis which has led to fragmentation of the education sector but also a growing realization that the most critical of human entitlements, the right to knowledge systems and quality learning is being denied to the citizens of Pakistan. This must be reversed by active partnerships and civil society engagement through best professional skills.

Vision

“To promote education as a comprehensive process for human and social transformation.”

Mission Statement

To actively pursue standard settings in education as a comprehensive multi-dimensional learning experience for human evolution and consciousness.

By creating contemporary education systems for optimum equity without discrimination on the basis of gender, class, religion, color and ethnicity.

And endeavoring to address educational bottlenecks through timely resource mobilization and influencing of public policy.

School Improvement Network (SINP) was formally launched in April 2002. This is a demand led network of educators from public, private and NGO sectors. It is a membership driven network where the members pay nominal annual charges for sustainability of the services it provides.

SINP’s GOAL: *To transform and strengthen learning institutions through standard setting and support for quality education practices*

Website: <http://www.itacec.org>

Eligibility Criteria for PSU's PELI

The eligibility criteria collaboratively designed by ITA/SINP and PSU includes:

Age: 20-45 (Exceptional Cases up to 50-55 may be considered)

Educational Qualification: Minimum B.Sc/B Ed, Preferably /MSc/MEd

Experience: At least 5 years of experience as a teacher / trainer / Administrator

Language Proficiency: Fairly good and acceptable knowledge of English Language

Selection Criteria

The selection process will be transparent and applied with rigor to all eligible applicants. DSD will nominate approximately 15 candidates, out of which 8-10 will be considered for final selection. Likewise, the Government of Azad Jammu and Kashmir 's Department of Education will nominate 15 candidates who fulfill the criteria that has been laid out . Out of these 6 will be considered for final selection and 4 will be reserved as alternates. The final selection will be based on a written test and an interview which will be jointly conducted by representatives from DSD, Punjab, Department of Education, AJK and ITA representatives .

Below is a proposed numeric criteria which can be modified based on a collaborative consensus between the participating organizations.

Standard Criteria	Max Sore
Work Experience	15
Academic Achievements	15
Understanding of program	10
Awareness of Modern Technology	10
Leadership Qualities	15
Expectations of program	10
Motivation	15
Awards in Teaching discipline	10
Total	100

In addition to these numeric scores following factors are also considered.

- Preference is given to candidates who have not attended trainings outside Pakistan.
- Preference is given to teachers from government schools.
- Preference is given to female candidates.

ITA's / SINP Role

ITA/SINP has a modest role to play in this process as a facilitator and a professional intermediary through the stages of setting a joint criteria; selection; paperwork leading up to the visa process; obtaining the NOCs for all the Govt. employed teachers in collaboration with its partners and organizing a day long pre-departure orientation session for the selected candidates.

We are honored to support this initiative for Pakistan and will, to the best of our ability, carry out this organizational task, ensuring the quality and integrity of the project. We remain committed to promotion of such value added linkages for the cause of quality education in Pakistan. The result of these efforts will be the selection of 20 successful candidates from Azad Jammu and Kashmir and Punjab. 85% will be from the Public Sector and 15% from the non-elite non-state sector. Together these educators will form a pool of human resources who will be a part of their respective institutional set up as well as a support group for ITA's School Improvement Network. These persons pledge to contribute directly to the quality of learning in schools for cultural heritage and environmental stewardship and through high ordered leadership and administration.

From ITA/SINP's perspective this program has been about moving forward the paradigm of Public-Private Partnerships as espoused by the Education Sector Reforms of the Government of Pakistan.

Important Deadlines:

Activities	Dates
Names and bio-data of the short listed candidates	25 th Feb
Test/Interview/ Final selection	1 st – 5 th Mar 2008
List of short listed candidates sent to PSU for their final review and selection	1 st week March 2008
US Cultural Affairs Section to be notified and the list of short listed candidates to be shared	1-2 nd Week March 2008.
Visa Processing of the selected candidates	March – 1 st week June 2008
NOCs for the Public Sector candidates	2 nd Week June 2008
Pre-departure orientation	11 th June, 2008
Departure for USA	29 th June, 2008

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**PSU PELI 2008
CD-Documents**



3.1: Welcome to Plymouth State University

We are pleased that you have chosen to join our campus community. We trust that your experience at PSU will be successful and rewarding. New Hampshire is an easily accessible four-season, safe and friendly destination located in the heart of New England.

We have prepared this orientation packet to assist you to make a smooth transition to life in New Hampshire and at our University. I recommend that you review all of the materials contained in this packet carefully. **Please bring it, along with your passport containing your most recent visa, I-94 card and DS-2019 Form, with you to your orientation meeting.**

Orientation for new exchange visitors is mandatory and will be held on campus. Please call Lisa Ladd at 535-2251 if you have any questions. Federal Law requires our office to make copies of your immigration documents and to review the terms and conditions of your specific visa classification. Your orientation will be on July 1st at 1:00 in the Newfound Room in Prospect Hall.

The following items are included in your orientation packet:

- Welcome to Plymouth State University
- Terms of Exchange Program-Rights and Responsibilities
- Verification of Understanding and Receipt of Documents
- Cultural Etiquette and Protocol
- US State Department Travel Release Form
- Medical Insurance Information
- Passport-Airline-Visa Waiver
- Photo Release Form
- A campus map and a Map of Plymouth

I look forward to meeting you. If you have any questions, please don't hesitate to contact me.



3.2: Rights and Responsibilities of the Exchange Visitor in J-1 Status

In order to maintain valid status as a J-1 Exchange Visitor, you must follow the program objective at all times. Your program objective is to attend all the required classes and activities listed in the Pakistani Educational Leadership Institute Program. It is your responsibility to comply with all of the immigration and program regulations, which govern the J-1, Exchange Visitor Program. If you do not comply with these regulations, and if you violate your immigration status, we will have no choice but to dismiss you from the program and to notify USIA of your termination.

The form DS-2019, which is the Certificate of Eligibility for Exchange Visitor (J-1) Status, validates the dates of your program and is listed on Form DS-2019 in item #4. Immigration regulations permit a 30-day grace period beyond this date. This 30-day period is to be used to travel within the U.S. and/or prepare for your departure. If you do not depart the U.S. within this 30-day period (or have not applied to BCIS to change your visa category) you will be unlawfully present and subject to deportation. Please note that if you leave the U.S., you will not be permitted to re-enter the U.S. after the expiration date on your Form DS-2019. Federal laws enacted by the U.S. Congress in December 1996 state that failure to maintain legal immigration status in the United States will effectively invalidate your visa.

When you enter the U.S., you will be issued an I-94 card and on this card the immigration officer should mark that you are admitted until "D/S" or Duration of Status. This I-94 card, the DS-2019, and a valid passport are your proof that you are admitted into the U.S. to participate in the exchange program. You must end the exchange program activities by the ending date on the DS-2019.

Our International Employee Assistant, Lisa Ladd, is available to answer any questions you have about your immigration status and responsibilities. Our role is to ensure that the University complies with all federal regulations pertaining to International Exchange Visitors on our campus. There are limitations to what we can assist you with. We are not employees of the Immigration Service, or the USIA. We are also not attorneys specialized in U.S. immigration law and are not permitted to practice law. You have the right to consult an official of the U.S. Immigration Service, or the USIA and /or an attorney specializing in immigration law at any time.

Plymouth State University, its Faculty and Staff, and its Agents or Employees will not be liable to you for any difficulties you may experience as a result of any failure to maintain proper lawful immigration status in the United States.

We are pleased that you have chosen Plymouth State University and are here to assist you. Please do not hesitate to contact me at 535-2251.



Human Resources

3.3: Insurance Regulations for J-1 Exchange Visitors and Their Dependents

Department of State regulations require that sponsors (colleges, universities, or agencies which promote educational exchange) monitor insurance coverage for all exchange visitors (J-1 principal and J-2 dependent non-immigrants) in their programs. While no recommendations are made on specific policies or carriers, the regulations do establish minimum coverage as follows:

- 1) Medical benefits of at least \$50,000 per accident or illness;
- 2) Repatriation of remains in the amount of \$7,500;
- 3) Expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000.

An insurance policy secured to fulfill these requirements must provide coverage for activities inherent to the exchange program but may impose the following conditions:

- 1) A waiting period for pre-existing conditions as long as the waiting period is
- 2) Reasonable by current industry standard
- 3) A co-payment not greater than 25%;
- 4) A deductible not to exceed \$500 per accident or illness.

In addition to the standards for coverage, the regulations also set forth rating requirements for acceptable policies. Coverage backed by the full faith and credit of the government of the exchange visitor's home country is exempt from these rating requirements.

Important: Department of State regulations require insurance coverage to be in place from the time the exchange visitor enters the program and through the duration of the program. PSU is required to terminate an exchange visitor's participation in the program if the visitor and his/her dependents willfully fails to comply with and maintain the required insurance coverage.

I verify that I have read the information contained above and that I will comply with the insurance regulations as specified by the U.S. Department of State.. I understand that it is my responsibility to maintain health insurance coverage for any J-2 dependents and myself for the duration of my J-1 program. I also understand that failure to comply with these requirements will result in my suspension from the exchange visitor program.

Name (please print)

Signature

Date

**Return completed form to the Human Resources Department, MSC #14, Plymouth State University,
Plymouth NH 03264**

(We recommend that you keep a copy for your records)



3.4: Cultural Etiquette and Protocol

Travel

Luggage and Suitcases: You must be able to carry your own luggage/suitcases and be able to carry these up two or more flights of stairs when you arrive at the University. Please be aware of baggage weight restrictions and guidelines for international airline travel. For example, click on the following American Airlines website for helpful information:

<http://www.aa.com/aa/i18nForward.do?p=/travelInformation/baggage/baggageAllowance.jsp>

Housing

Housing will be in one of our dormitories. Rooms normally have one single bed and drawers; each room can take only one person. Double rooms may be used (as needed) for two people wanting to share; double rooms have two single beds and two sets of drawers; these rooms are limited.

Room Assignments: A room and key will be assigned to each person. If you want to change rooms, you must first get the permission of the Institute Residence Director. The Director has authority in all Residence Hall decisions.

Personal Hygiene: New Hampshire has abundant water; you will find many showers, flushable toilets, and sinks for washing on each floor of the dormitory.

Sheets, Pillowcases and Towels: Occupants are expected to remove the sheets and pillowcases from beds every week; they will receive clean linen in exchange. Occupants will then remake their own beds with clean sheets and pillowcases. At the same time, used towels will also be collected for laundering and clean towels will be received in exchange. Used sheets, pillowcases, and towels should be placed outside the room and will be collected. Clean replacements will be delivered by a PSU staff member.

The laundering of personal clothing or other items is the responsibility of each individual. Each dormitory is equipped with a washer and dryer for this purpose.

Trash/Rubbish: Because of health and safety laws, occupants will be expected to remove trash from their rooms and place it in the large trash receptacle outside of the dormitory; this must be done every day. Personal trash may not be put in hallways, stairwells, public or common areas. Plastic rubbish-bin liners will be provided for convenient rubbish removal. A weekly supply of rubbish-bin liners will be delivered on the same day as the laundered sheets, pillow cases and towels are distributed.

Housekeeping: There is no maid service. Occupants are expected to keep rooms neat and clean. Floors should be swept or vacuumed at least once a week. A vacuum cleaner, broom, mop and dust pan are available in each dormitory. Spills

should be wiped up and cleaned as they occur to avoid damage to flooring or furniture. Food should be stored in the dormitory kitchen and labeled with the owner's name; no perishable food items should be stored in dormitory rooms.

Shared Dormitory Space: Lounges are rooms with couches and chairs, television set, computer terminals, etc. These are shared spaces for all who live in the dormitory. Considerate, polite behavior is appreciated by all. For example, if someone is watching the television, and you would like to change the channel to another program, please ask if it would be all right before doing so. All residents must limit their time spent on the computer in the lounge area; other residents might need to use it. There are several computers (mini-clusters) for student use located in Lamson Library. These will be available for personal e-mailing, word processing, and research needs. We have placed additional mini-clusters in your residence hall next to your living area.

Personal Clothing: Plymouth State University has a large campus; you will need comfortable walking shoes. Make sure you bring a pair of comfortable, flat, rubber-soled walking shoes, such as Nike or Reebok sneakers. You will need a light jacket or sweater; temperatures may be as low as 18 degrees Celsius (65 degrees Fahrenheit) during the evening or on rainy days. The average daily highs for temperature during the summer months is anywhere between 21 and 27 degrees Celsius (70 and 80 degrees F.) For current weather information, please click on the PSU Meteorology website for the Plymouth State Weather Center: <http://vortex.plymouth.edu/>

THINGS TO TAKE:

- a) Comfortable walking shoes
- b) Casual summer clothes (with some attire for occasional cooler weather)
- c) Alarm clock
- d) Personal toiletries
- e) Carryon with basic essentials (in case luggage is misplaced during flight)
- f) Medications - Bring medications and paper prescriptions from physician.

Following facilities will be provided to the participants:

- 1) Prayer areas will be arranged
- 2) Rooms will be locked but no special security will be provided
- 3) Passports will be locked in our Human Resources department
- 4) Dietary needs will be respected

Personal Belongings: Plymouth State University is not responsible for the safety of any personal valuables, such as money and jewelry, belonging to campus residents.

Smoking: Smoking of any kind inside any Residence Hall, Dormitory facility, or University Building is prohibited. Those who smoke should do so outside and be at least 20 feet away from the entrance or exit of any Residence Hall, Dormitory facility or University Building.

Alcohol: There are local, state, and Federal laws relating to the possession or usage of alcohol. The legal age to consume alcohol is 21. It should be understood that the consumption of alcohol on University property or during University activities is a privilege, and compliance with local, state and Federal law must be adhered to. Alcoholic beverages in dormitories can be consumed only in the dormitory kitchen or in assigned dormitory rooms. An open bottle or glass of alcohol in any other areas or on campus grounds is not allowed. For personal safety, the safety of others, and for the image of the University, it is expected that discretion be used when consuming alcoholic beverages, either on or away from University property.

DISRESPECT

The following behavior is unacceptable:

1. Misconduct or intimidation through fear of another person.
2. Physical or verbal harassment.
3. Verbal abuse against a University staff or faculty member.
4. Verbal abuse causing another person humiliation or unreasonable stress.
5. Verbal assault or threats of bodily harm.

DAMAGE and VANDALISM

Deliberate or reckless destruction, damage, vandalism, misuse, or defacement of University property or property of another University community member, is not permitted.

ASSAULT (Physical)

1. Assaultive behavior with the intent to harm another person is not permitted.
2. Assaultive behavior that causes harm to another person is not permitted.

ASSAULT (Sexual)

Sexual Assault is defined as the non-consensual or forced contact or activity of a sexual nature accomplished by one person without the meaningful consent of the other. In addition to the verbal or nonverbal indications of lack of consent, acts using force, threats, intimidation or advantage gained by the offended student's mental or physical incapacity or impairment (including intoxication*) of which the offending student was aware or should have been aware will be regarded as nonconsensual. A lack of response will not constitute meaningful consent. *The use of alcohol will not be accepted as an excuse and may be a cause to find increased responsibility for violation of this policy.

Electricity: 117 volts, 60 cycles. Appliances made for other electrical systems will require a transformer, and plugs will require an adaptor.

Candles and Incense: The burning of candles or incense is not allowed in University housing.

Quiet Hours: Courtesy hours within University housing are in effect 24 hours a day 7 days per week. Requests to reduce noise levels must be honored at all times. Quiet hours are Sunday night – Thursday night from 9:30pm – 10:00am, and Friday and Saturday nights from midnight – 10:00am.

Currency Exchange

Currency conversion website <http://www.xe.com/ucc/convert.cgi>

Citizens Bank (located in Plymouth, NH) accepts foreign currency and foreign traveler's cheques (U.S. spelling is "checks") in exchange for U.S. money. Citizens Bank also can order foreign currency. ATMs (Automated Teller Machines) are numerous throughout the state of New Hampshire and belong to international networks; so international visitors can access their funds at home. It is advisable to bring dollar travelers cheques, as they are more easily exchanged.

Off Campus Dining & Shopping

Types of Restaurants: There are basically two types of restaurants – first is the fast food type of restaurant, for example, Burger King, MacDonald's, Dunkin' Donuts, etc., which does not require a tip or gratuity; and second is the more traditional "table service" type of establishment. The "table service" restaurant is the type which requires the customer to wait to be seated by a food server. A menu is brought to the table, and food choices are ordered from the menu. The customer is expected to leave a gratuity or tip. Tips are not required at on campus dining facilities.

Gratuities (Tips): In New Hampshire, gratuities or tips for service personnel (wait staff) are not usually included with the check (bill.) Use your good judgment to compensate the service staff according to the service received; gratuities for food and beverage service are normally 15 – 20% of the check (bill.)

Shopping: Located in Plymouth, NH are several small shops and restaurants on the main street within walking distance from the University campus. A major department store is located just a few miles out of town; the store has everything from food to clothing to electronics. It is customary at all shops and businesses to queue ("stand in line") at the cash register and wait for items to be processed by the cashier. All prices are fixed; there is no bargaining. An itemized receipt will be given to you as proof of purchase. Keep this receipt in case you need to return anything to the store. The store won't accept any returns if the price tag has been removed, so don't remove tags/labels if there is a chance you might want to return the item.

Schedules and Time: It is very important to be punctual and on time to meetings, classes, and events while staying at the University. Lateness is considered impolite and disrespectful.

Telephones & Calling Cards: Directions for overseas calling may be found in the Telephone Directory. For International dialing from Plymouth State University: dial 9 + 011 + country code + number you want to call. (When calling home, if there is a 0 in front of the city code, do not dial the 0.)

Telephone Calling Card and usage instructions – As a courtesy, a telephone calling card will be provided for each student of the Institute. The cards will be distributed upon arrival at Plymouth State University. A one-time prepaid dollar amount will be credited to the card and instructions for its use is also included. When the total on the provided prepaid phone card is used up- additional money may be added to the same card at the user's expense.

UPS store: There is a UPS store close to the University. Please go to the United Parcel Service website to learn the cost and specifications for mailing boxes home to Pakistan. <http://www.theupsstore.com/gcc/gcc.asp> If you ship items back to Pakistan, you must pay the costs yourself. Neither the University nor the Institute will pay for mailing or shipping packages.

Location of Plymouth State University: For information regarding the location of Plymouth State University (our address is 17 High Street, Plymouth, New Hampshire 03264) and other locations within the United States, please click on this website for access to maps:

<http://www.mapquest.com/maps/main.adp?countrycode=ca&cid=mqca>

Religious/Cultural space: A private, designated area located in the residence hall on your floor will be provided for prayer.



3.5: Verification of Understanding and Receipt of Documents:

By my signature below, I verify that I have read this document, understand its contents, and have received a copy. I further verify that I have received a copy of the documents listed below and that a staff member of the Pakistani International Programs has explained my immigration rights and responsibilities to me. Since it is my responsibility to maintain my lawful immigration status and to maintain appropriate medical insurance for myself while in the United States in J-visa classification, I hereby release and hold harmless Plymouth State University and its Faculty, Staff, Agents, and Employees from any claim which could result from my failure to maintain proper lawful immigration status and mandatory medical insurance while under the program sponsorship of the University as an Exchange Visitor.

- ☐ **Immigration Rights and Responsibilities of Exchange Visitors in J-1 Status**
- ☐ **United States Information Agency mandatory medical insurance requirements**
- ☐ **Cultural Etiquette and Protocol**

Exchange Visitor Name (printed): _____

Exchange Visitor Signature: _____ Date: _____

International Staff Signature: _____ Date: _____



Human Resources

3.6: Passport-Airline-Visa- Waiver Form

During your five weeks stay at Plymouth State University we are giving you an option to keep your visa, passport and airline tickets in a secure place in the Human Resources Office. Please check your preference below.

☐ Yes I would like my passport and visa stored securely in Human Resources.

☐ Yes I would like my airline tickets stored securely in Human Resources.

☐ No I will not like to avail myself of this option. I understand by checking this box I am assuming full responsibility for my documents.



3.7: QUESTIONNAIRE TO PARTICIPANTS

PERSONAL

Name: _____

Nickname: (example: Jennifer- Jen, Susan- Sue) _____

Home Address & Telephone Number:

Emergency contact names and numbers in Pakistan; relationship of contacts:

Is this your first time visiting the U.S.? _____

Do you have any relatives in the U.S.? If so, please provide name and address:

Do you plan to travel in the U.S. after the institute?

Please describe your computer experience and skills. What types of programs are you familiar with and how you employ them in your work? (Example: Microsoft Word, Excel, PowerPoint, etc) _____

Please describe your access to the internet. Is it readily available in your home, your school, your town or do you have to travel to find a computer connected to the internet?

What areas of technology training would be most valuable to you in your work?

In past institutes, we have planned a cultural night. Are there any skills or components that you are willing to prepare and bring to PSU with you that will showcase your country and family traditions?

HEALTH QUESTIONS

Do you have any health conditions that we should be aware of?

Do you have any physical conditions which make it difficult for you to climb several flights of stairs or walk and/or hike long distances?

Are you pregnant? _____ If so, what is your expected date of delivery? _____

Are you allergic to any foods, medications, pollen, animals or bees?

Do you take any prescription drugs that may need to be refilled during the institute?

4

**ITA / SINP TRAVEL
INFORMATION
PELI 2008**

4.1: PRE-DEPARTURE INFORMATION

ABOUT PACKING

For most major US international airlines, you are allowed 2 pieces of checked luggage and 1 carry-on bag. Your carry-on bag you will take on the plane with you and should be able to fit under the seat in front of you or in the overhead compartment.

1. Make sure to pack the following items in your carry-on bag, to be kept with you at all times, and NOT in the baggage you will be checking with the airline:

- Passport
- Money/Travelers checks
- Another form of photo ID
- Any medication you're currently taking – in their original package or with prescription
- Any valuables (though you should not be taking anything extremely valuable on this trip)
- Some toiletries (toothbrush, toothpaste, underwear, etc.) in case your luggage is lost or delayed upon arrival
- Glasses/contact lenses if needed

2. Most international airlines limit the amount of baggage you can take on a flight. If you pack a lot of things and exceed the airline's weight limit, be prepared to pay excess baggage charges. These fees can be expensive- from \$50-\$100 per bag if they are over the weight limit of 50 lbs.

3. Should your bags be lost or damaged, please report this to the airline BEFORE you leave the airport. The carry-on bag is limited to 9 inches x 16 inches x 21 inches. Most airlines will permit passengers to carry a purse, umbrella, or camera in addition to one carry-on bag.

4. Baggage restrictions can differ depending on the airline, so please contact your airline directly for the most updated information.

5. Do not pack your passport in the bags you are checking at the airport!

Keep all important papers (such as, passport, telephone numbers, travel instructions, etc.) as well as any traveler's checks and cash with you at all times. A passport case that goes around your neck under your clothing, a money belt, or a waist pack are very handy.

Make a copy of your passport so that, in case you lose it, it will be easier to get another one. Also, it's a good idea to copy the number and date of issue of your passport, as well as any serial numbers of your camera and traveler's checks and put them in a safe place. Leave a copy of your passport and other serial numbers with someone in your home country to speed recovery should your things be lost or stolen.

6. *Do not bring any sharp objects such as knives, nail scissors, nail files etc. as they will be confiscated at the airport.*

TRAVEL TIPS

1. While ITA/SINP will handle your air reservations, it is recommended that you check your ticket for your name and confirm your arrival in the U.S. on the date specified in itinerary.
2. Your passport should be valid at least six months past the end of your training programs, Renewing passports in the United States is difficult, so it is recommended you make renewal arrangements, if required, before you leave Pakistan.
3. Baggage should be checked all the way to the U.S. and not to any of the layover cities. All bags should be tagged with a label as below:

Mr. / Mrs. _____ (Participant Name)

Plymouth State University

17 High Street, Plymouth,

NH 03264-1595.

Phone: (603) 535-2349

Fax: (603) 535-2572

4. Hand baggage should be tagged too.
5. You should carry on all prescription and medications, personal toiletries, one change of clothing, and anything else that you may need for the 1-2 days in the event checked baggage is misrouted or otherwise delayed.
6. Fresh fruit should not be brought in baggage as this is against customs regulations.

For those of you who have not traveled outside Pakistan before, we offer the following information.

7. Check with the airline on which you are traveling for baggage regulations so that you do not find yourself charged for extra baggage. The usual allowance for baggage on an international flight for is two suitcases weighing 23 kilograms (50 pounds) each, per passenger. However, on a national flight passengers are allowed to book a suitcase weighing 20 kilograms only. it is advised that you carry light suitcases so that you have enough room to fit in belongings which you bring back after your stay in the United States.
8. You are required to check in for an international flight at least 3 hours before the flight departs. Check with the airline for the exact time.
9. Consider the time it takes to reach the airport from your starting point so that you set out at the right time and reach the airport without any miscalculated delays.
10. Customs regulations in the U.S. require you to report what you are bringing in the country. You can bring personal effects like jewelry for use but not for sale. You will be asked to complete a customs declaration form on the flight before you arrive in the U.S. if you do not understand any part of the form, ask one of the flight attendants for help.
11. It is always safer to carry traveler's checks than cash. Traveler's checks can be purchased from banks. You can use these checks for purchases in shopping malls, restaurants etc. Traveler's checks are acceptable as cash in

stores. Traveler's checks are secure because they can be replaced if stolen. Be sure to carry your passport with you for identification purposes while using traveler's checks. Keep your receipt for the checks separate from the check in case you need to claim for stolen checks.

12. Please carry some Pakistani rupees to pay for taxi charges, porter charges etc. at the airport in Pakistan upon your return.

CHECKING IN

1. You will be required to present your passport and visa as well as your tickets
2. Most airlines will ask you questions about the content and security of your baggage
3. Ask the airline to check your baggage to your final destination in the USA.

AIRLINE SECURITY

Airlines are required to question passengers about the contents and security of their baggage. **Be prepared for increased security, especially for males:** Your luggage may be searched, you will need to remove your shoes while going through security, and you will be asked to respond to questions such as "Did you leave your bags unattended?" and "Did you accept any packages from strangers."

Unfortunately, citizens from Arab and predominantly Muslim countries have been under increased scrutiny since the events of 9/11. You may encounter this during traveling and may be subject to additional searches or questioning. Please see the "Arrival" section below for additional information.

Please be aware that males over 16 years of age are generally subject to more scrutiny than females

4.2: Travel Documents: Customs & Immigrations

You should be familiar with some of the documents that you need in order to travel. Listed below are the ones you must have.

Passport

PLEASE DO NOT PACK YOUR PASSPORT IN LUGGAGE YOU WILL BE CHECKING WITH THE AIRLINES. MAKE SURE TO PACK IT IN YOUR CARRY-ON BAG AND THAT IT IS WITH YOU AT ALL TIMES. If your passport is going to expire, be sure to contact the consulate or embassy well in advance of the expiration date. If your passport is stolen, you may need to have a police report to present to the consulate.

On your flight to the US, flight attendants will distribute I-94 forms and Custom Declaration forms:

I-94 (Arrival/Departure Record)

This is a small white card that will be given to you on the plane and stapled into your passport when you pass through customs/immigration upon arrival. This card shows that you are registered as a visitor by U.S. Immigration and it will be taken when you leave the U.S. This card should be marked **J-1** for type of visa with an expiration date of **D/S (duration of stay)**. For the I-94 form, Print legibly, using blue or black ink. Entries must be in English and all capital letters. **The form must be kept with your passport until you have departed the United States.**

U.S. Customs allows international visitors to bring in \$100 worth of gifts before paying duty. **No plants, fruit, meat or fresh produce can be brought into the country.**

If you are planning to bring some tea from home, please bring it in a marked or its original container. If you bring loose tea leaves in an unmarked plastic bag, it could cause problems for you at customs.

If you must bring prescription drugs into the U.S., make sure the container is clearly marked and that you bring your doctor's statement and a prescription for each medication. Check with the U.S. Customs Service (www.customs.gov) for more information.

DS-2019

Many of you are already aware of this form from your visa processing experience! This sheet, "Certificate of Eligibility for Exchange Visitor" confirms that you are a visitor and have a J-1 Visa. **Make sure this paper remains in your passport and keep it with your passport in a safe place at all times while you are in the US.**

If you lose the form while in the US, please contact PSU office immediately.

J-1 Visa

This is a stamp in your passport that you received from the American Embassy before departure.

The following information is from the US State Department website:

<http://www.UnitedStatesVisas.gov/index.html>

A visa doesn't permit entry to the U.S. A visa simply indicates that your application has been reviewed by a U.S. consular officer at an American embassy or consulate, and that the officer has determined you're eligible to enter the country for a specific purpose. Consular affairs are the responsibility of the U.S. Department of State.

A visa allows you to travel to the United States as far as the port of entry (airport or land border crossing) and ask the immigration officer to allow you to enter the country. Only the immigration officer has the authority to permit you to enter the United States. He or she decides how long you can stay for any particular visit. Immigration matters are the responsibility of the U.S. Department of Homeland Security.

4.3: Arrival in the United States

After leaving the plane you will proceed through customs and immigration. Please note the following:

PLEASE NOTE: As of January 5, 2004, the US is fingerprinting and photographing every international visitor arriving with a US visa. The procedure is supposedly very quick and involves taking your fingerprint electronically (<http://www.UnitedStatesVisas.gov/visanews/index.html>).

You will also be asked to present your passport along with any other travel documents and perhaps answer a few questions (“How long will you be in this country?” “What is the purpose of your visit?”) and so forth. As always, answer with a simple, direct, and honest response. Please bring the invitation letter with you to the US.

National Security Exit/Entry Registration System (NSEERS)

As some of you may know, after the events of Sep. 11, the US Government put in place new security procedures at all major airports. Males over 16 from predominantly Muslim countries are subject to these new registration procedures (See http://www.ice.gov/graphics/enforce/imm/imm_sr.htm)

If you are given any special instructions or documents by an immigration officer upon arrival, please inform your local US coordinator and/or PSU staff when you get to your host community.

After you pass through customs and immigration and exit the gate, please wait for your host to meet you outside the departure area. Please don't worry if they're not there right away, but have the phone number of the local US coordinator, and the office with you. **MAKE SURE YOU HAVE ALL YOUR LUGGAGE WITH YOU BEFORE LEAVING THE AIRPORT.** If your luggage has been lost, make sure you file a claim with the airline BEFORE you leave the airport.

GROUND TRANSPORTATION UPON ARRIVAL

When the group arrives to USA, they will exit the gate and need to go downstairs to claim their baggage. A sign saying “**Plymouth State University**” will be visible.

Plymouth State University has arranged for a bus to pick up the group from the airport and transport them to the University.

ACCOMMODATION ARRANGEMENTS

The participants will be provided accommodation on **Plymouth State University** premises and there is no charge for it.

**** The information provided in this manual is subject to change.**

IMPORTANT CONTACT INFORMATION

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4.4: INS Guidelines (photocopy or Scanned copy)

United States Embassy



INS Proposes New Rules Regarding Use of Visitor, Business and Student Visas in the U.S

The US immigration and Naturalization Service (INS) has proposed three new rules and has already implemented another governing the proper use of tourist, business, and student visas in the U.S. **These new INS rules do not affect visa issuance at U.S. embassies.** Rules governing the issuance of visas, including tourist, business and student visas at US Embassies have not changed. The new INS regulation only concern the proper use of visas and authorized length of stay after the traveler arrives in the U.S One of the changes is effective immediately, while other changes are proposals likely to become effective before the summer.

Studying in the U.S.

This proposed rules sets new requirements for B visa holders who wish to become students. Foreigners wishing to study in the United States are always expected to get the proper student visa ("F," "J" or "M" visa) as a U.S. Embassy or Consulate prior to traveling to the U.S. If a person travels to the United States on a different visa and wishes to change status and begin a course of study as a student, he or she will be prohibited from beginning that course of study prior to receiving INS approval to change status. A change of status request will only be considered if the intending student made his/her intentions clear to the INS officer upon entry to the US and that intention was noted on the intending student's entry form by the INS officer. Further, there is no guarantee that a change of status request will be approved.

This interim rule will take effect immediately once it has been published in the US Federal Register.

Effective immediately, B1 or B2 visitors are not permitted to study at a school in the United States prior to receiving INS approval of their request to change status of F (academic) or M (vocational) student.

Authorized length of Stay for Tourist/Business (B) Visa Holders

Under this proposed rule, "B" (Tourist or business) visa holders will no longer automatically receive a six-month admission period when they arrive in the US. Instead, each traveler will be permitted to stay in the US for "a period of time that is fair and reasonable for the completion of the purpose of the visit. "When B visa holders apply for entry to the U.S., they must explain to an immigration (INS) Inspector the nature and purpose of their visit. While INS will make every effort to determine a fair and reasonable time period, the burden of proof rests with the foreigner. When the time needed to accomplish the purpose of the visit cannot be determined, INS will grant a 30-day period of admission.

This proposed rule will be published in the US Federal Register for a comment period of 30 days, after which the regulation will be finalized.

Extensions of Authorized Stay

Under this proposed rule, requests for extensions to remain in the U.S. longer than the authorized stay will be granted only for unexpected or compelling humanitarian reasons. The maximum extension period from one year to six months.

No Rule Change if Entering on Visa Waiver Program

These changes do not affect the Visa Waiver Program. Travelers entering on the Visa Waiver program will continue to be authorized to stay a maximum of 90 days in the U.S.

Remaining in the US longer than Authorized Stay (Overstay)

Overstaying the period of authorized stay can result in the denial of future visa and/or future entries into the U.S. Foreigners who overstay generally cannot change or extend their status, their visa becomes void and they may be removed from the U.S. In such cases, affected foreigners must apply for a new visa in their home country. However, overstaying almost certainly means both a new visa and readmission to the U.S. will be refused. Foreigners who overstay more than 180 days are barred from readmission for three years. Those who overstay more than one year are barred from readmission for ten years.

Additional Information

For further information on rules governing entry into and conditions of stay in the U.S., including these proposed changes, please see the Department of Justice website at www.ins.usdoj.gov. For further information on U.S. visa processing, please check the Department of State website at www.travel.state.gov.

Annexure

2008 PAKISTANI EDUCATIONAL LEADERSHIP INSTITUTE- ITINERARY

* this itinerary is in progress and is subject to change

* meals are noted in red

Sunday, 6/29	Monday, 6/30	Tuesday, 7/1	Wednesday, 7/2	Thursday, 7/3	Friday, 7/4	Saturday, 7/5
<p>Afternoon arrival: Logan Airport Boston, MA</p> <p>4pm-5pm: Welcome activity</p>	<p>11am-12pm: Brunch 1-4pm: Campus tour 5:30-6:30pm: Dinner</p> <p>* Establish guidelines for institute portfolio</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Orientation begins 12-1pm: Lunch 1:30pm-5pm: Local activity 5:30-6:30pm: Dinner</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Orientation 12-1pm: Lunch 1:30-5pm: Library orientation 5:30-6:30pm: Dinner</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Writing sessions begin 12-1pm: Lunch 1:30pm-5pm: Local activity 5:30-6:30pm: Dinner</p>	<p>7:30-8:30am: Breakfast</p> <p>Local July 4th festivities- parade & fireworks</p>	<p>7:30-8:30am: Breakfast 12-1pm: Lunch 2pm-5pm: Walmart 5:30-6:30pm: Dinner</p> <p><u>Assignment:</u> Write about 4th of July to share on the Blog</p>
Sunday, 7/6	Monday, 7/7	Tuesday, 7/8	Wednesday, 7/9	Thursday, 7/10	Friday 7/11	Sat., 7/12
<p>7:30-8:30am: Breakfast 9-11:30am: Cultural Heritage Quest 12-1pm: Lunch 5:30-6:30pm: Dinner</p> <p><u>Quest Assignment:</u> Design your own quest</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Cultural heritage preservation w/ Kate Donahue 12-1pm: Lunch 1:30-4pm: Educational Leadership and Planning (ELP) with Leo Corriveau 5:30-6:30pm: Dinner 7-8pm: Technology sessions to facilitate Blackboard courses.</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Cultural heritage preservation w/ Kate Donahue 12-1pm: Lunch 1:30-4pm: ELP with Leo Corriveau 5:30-6:30: Dinner</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Sustainable energy component facilitation of online course 12-1pm: Lunch 1:30-4pm: Arts in Education Institute, shared session w/ New England integrated arts educators 5:30-6:30pm: Dinner 7-8:30pm: Town Concert</p>	<p>7:30-8:30am: Breakfast 8:45am-3pm: Environmental Stewardship w/ Mary Ann McGarry @ Squam Lakes Natural Science Center 5:30-6:30pm: Dinner 7-9pm: Plymouth writing project</p>	<p>6:30am: breakfast</p> <p>BOSTON TRIP</p>	<p>7:30-8:30am: Breakfast 12-1pm: Lunch 2-5pm: Walmart trip 5:30-6:30: Dinner</p> <p>FREE DAY</p>
Sunday, 7/13	Monday, 7/14	Tuesday, 7/15	Wednesday, 7/16	Thursday, 7/17	Friday, 7/18	Sat., 7/19
<p>*7:30-8:30am: Breakfast 11:30am-7pm: community party at Gaye Gould's in Glen, NH</p>	<p>7:30-8:30: Breakfast 9-11:30am: Addressing Int'l, US and Pakistan standards in the environment, cultural heritage and civics 12-1pm: Lunch 1:30-4pm: continuation of earlier sessions 5:30--6:30pm: Dinner</p>	<p>7:30-8:30: Breakfast 9-11:30pm: Environmental stewardship 12-1pm: Lunch 1:30-4pm: Belknap Mill 5:30-6:30pm: Dinner 7-9pm: Plymouth writing project</p>	<p>7:30-8:30am: Breakfast 9am-4pm: White Mtn National Forest trip 5:30-6:30pm: Dinner 7-8:30pm: Town concert</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Walking watershed session in Plymouth w/ Mary Ann McGarry 12-1pm: Lunch 1:30-4pm: Continue walking tour 5:30-6:30pm: Dinner</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Wrap up and class presentations for academy 12-1pm: Lunch 1:30-3pm: presentations 4-1pm: Pakistani</p>	<p>7:30-8:30am: Breakfast 9-11:30am: Sustainable energy: 12-1pm: Lunch 1:30-2:30pm: Washington, DC orientation 2:30-5pm: Walmart trip 5:30-6:30pm:</p>

					community BBQ	Dinner
Sunday 7/20	Monday, 7/21	Tuesday, 7/22	Wednesday, 7/23	Thursday, 7/24	Friday, 7/25	Sat., 7/26
6:30- 7:15am: Early Breakfast 7:30am: Depart PSU for WASHINGTON	WASHINGTON	DEPART WASHINGTON	7:30-8:30am: Breakfast 9-11:30am: Master Plan reflection & implementation 12-1pm: Lunch 1:30-4pm: Sustainable energy: facilitation of online session and wrap up with action plan 5:30-6:30pm: Dinner 6-8:30pm: ELP wrap up and presentations with Leo Corriveau	7:30-8:30am: Breakfast 12-1pm: Lunch 4-5:30pm: Formal Tea; Cross-Cultural forum; Formal presentation of certificates 5:30-6:30pm: Dinner	7:30-8:30am: Breakfast 9-11:30am: Departure orientation and guidelines 12-1pm: Lunch 1:30-4pm: Exit interviews 5:30-6:30pm: Dinner 7-10:30pm: Cultural night	7:30-8:30am: Breakfast 10am-6pm: Lowell Folk Festival
Sun., July 27	Monday, July 28					
7:30-8:30am: Breakfast 9-11:30am: Concluding reflective seminar: lessons learned and dialogue 12-1pm: Lunch 2pm-5pm: Walmart * prepare for departure	7:30-8:30am: Breakfast 12-1pm: Lunch Goodbyes and depart					

2008 PAKISTANI EDUCATIONAL LEADERSHIP INSTITUTE- SCHEDULE

* this schedule is in progress and is subject to change

* meals are noted in red

Sunday, 6/29	Monday, 6/30	Tuesday, 7/1	Wednesday, 7/2	Thursday, 7/3	Friday, 7/4	Saturday, 7/5
Afternoon arrival: Logan Airport Boston, MA	<u>11am-12pm:</u> Brunch <u>1pm-4pm:</u> PSU campus tour <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Frost Commons <u>12pm-1pm:</u> Lunch <u>1:30pm-5pm:</u> Local activity <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Frost Commons <u>12pm-1pm:</u> Lunch <u>1:30pm-5pm:</u> Lamson Library <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Tower Room <u>12pm-1pm:</u> Lunch <u>1:30pm-5pm:</u> Local activity <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>12pm-1pm:</u> Lunch Local July 4 th Festivities	<u>7:30am-8:30am:</u> Breakfast <u>12pm-1pm:</u> Lunch <u>2pm-5pm:</u> WALMART <u>5:30pm-6:30pm:</u> Dinner FREE DAY
Sunday, 7/6	Monday, 7/7	Tuesday, 7/8	Wednesday, 7/9	Thursday, 7/10	Friday 7/11	Sat., 7/12
<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Cultural Heritage Quest <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Local activity <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Boyd 005 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Boyd 005 <u>5:30pm-6:30pm:</u> Dinner <u>7pm-8pm:</u> Lamson	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Boyd 005 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Boyd 005 <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Boyd 005 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Boyd 005 <u>5:30pm-6:30pm:</u> Dinner <u>7pm-8:30pm:</u> Town Concert	<u>7:30am-8:30am:</u> Breakfast <u>8:45 am:</u> Board bus to Science Center <u>9am-3pm:</u> Science Center <u>5:30pm-6:30pm:</u> Dinner <u>7pm-9pm:</u> Frost Commons	<u>6:30am:</u> Breakfast in Hall BOSTON DAY TRIP <u>7:30am:</u> Depart PSU <u>11:00pm:</u> Return to PSU	<u>7:30am-8:30am:</u> Breakfast <u>12pm-1pm:</u> Lunch <u>2pm-5pm:</u> WALMART <u>5:30-6:30:</u> Dinner FREE DAY
Sunday, 7/13	Monday, 7/14	Tuesday, 7/15	Wednesday, 7/16	Thursday, 7/17	Friday, 7/18	Sat., 7/19
<u>*7:30am-8:30am:</u> Breakfast <u>11:30:</u> Depart for Glen, NH <u>7pm:</u> Return to PSU	<u>7:30-8:30:</u> Breakfast <u>9am-11:30am:</u> Rounds 223 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Rounds 223 <u>5:30-6:30pm:</u> Dinner	<u>7:30-8:30:</u> Breakfast <u>9am-11:30pm:</u> Rounds 223 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Rounds 223 <u>5:30pm-6:30pm:</u> Dinner <u>7pm-9pm:</u>	<u>7:30am-8:30am:</u> Breakfast <u>9am-4pm:</u> White Mtn National Forest <u>5:30pm-6:30pm:</u> Dinner <u>7pm-8:30pm:</u> Town concert	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Rounds 223 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Rounds 223 <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30pm:</u> Rounds 223 <u>12pm-1pm:</u> Lunch <u>1:30pm-3pm:</u> Rounds 223 <u>4pm-11pm:</u> Community BBQ	<u>7:30am-8:30am:</u> Breakfast <u>9-11:30am:</u> Boyd 005 <u>12-1pm:</u> Lunch <u>1:30pm-3pm:</u> Washington, DC orientation <u>3:30pm-5:30pm:</u> WALMART

		Frost Commons				<u>5:30-6:30:</u> Dinner
Sunday 7/20	Monday, 7/21	Tuesday, 7/22	Wednesday, 7/23	Thursday, 7/24	Friday, 7/25	Sat., 7/26
<u>6:30am- 7:15am:</u> Early breakfast <u>7:30am:</u> Depart for WASHINGTON <u>11:30am:</u> Arrive in WASHINGTON	WASHINGTON	Washington, DC <u>2:30pm:</u> Depart hotel <u>9pm:</u> Arrive at PSU	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Memorial 010 <u>12pm-1pm:</u> Lunch <u>1:30pm-4pm:</u> Memorial 010 <u>5:30pm-6:30pm:</u> Dinner <u>6pm-8:30pm:</u> Newfound Room @ Prospect Hall	<u>7:30am-8:30am:</u> Breakfast <u>12pm-1pm:</u> Lunch <u>4pm-5:30pm:</u> Heritage Commons <u>5:30pm-6:30pm:</u> Dinner	<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Memorial 010 <u>12pm-1pm:</u> Lunch <u>1:30-4pm:</u> Memorial 010 <u>5:30pm-6:30pm:</u> Dinner <u>7pm-10:30pm:</u> Heritage Commons	<u>7:30am-8:30am:</u> Breakfast <u>10am-7pm:</u> Lowell Folk Festival
Sunday, 7/27	Monday, 7/28					
<u>7:30am-8:30am:</u> Breakfast <u>9am-11:30am:</u> Lamson 124 <u>12pm-1pm:</u> Lunch Partial free day prepare for departure Walmart trip	<u>7:30am-8:30am:</u> Breakfast <u>12pm-1pm:</u> Lunch Goodbyes and depart					

PAKISTANI EDUCATIONAL LEADERSHIP INSTITUTE- TENTATIVE LIST OF NOMINEES 2008

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1	Khan	Ayaz Muhammad	Lecture	M	University of Education	0333-4690469
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7	Gardezi	Syeda Sarah Batool	Teacher	F	Beaconhouse School System	0301-7482208
8	Muhammad	Razia Din	T. Trainer	F	Idara-E-Taleem-O-Agahi	0300-4989753
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11	Robin	Saimon	Teacher	M	Sanjan Nagar Public Education Trust Schoo	0322-4966857
12	Khusro	Saima	Teacher	F	Federal Government Girls Model School	0333-5351974
13	Javed	Misbah	Lecturer	F	Federal College of Education	03335292481
14	Shareef	Rakshanda Ovais	P.D Teacher	F	Fatimiyah Education Network	0334-3400540
15	Fernandes	Cassandra	P.D Teacher	F	Agha Khan University	0333-2322007
16	Amin	Umm-e-Laila	P.D Teacher	F	Agha Khan University	092-300-2405548
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18	Ahmed	Khurshid	Subject specialist	M	University Public School	0333 9386 338
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Dear Ms Hasrat.

Enclosed herewith the detail itinerary from Karachi and Islamabad and their return aswell.

1. GF 771 K 28JUN ISBBAH HK7 0700 0840
2. GF 7 K 29JUN BAHHR HK7 0110 0625
3. GF 5109 K 29JUN LHRBOS HK7 1055 1310
OPERATED BY AMERICAN AIRLINES
4. GF 5154 M 28JUL BOSLHR HK7 0900 2030
OPERATED BY AMERICAN AIRLINES
5. GF 8 M 28JUL LHRBAH HK7 2235 #0720
6. GF 764 M 30JUL BAHLHE HK7 0010 0545

1. GF 751 K 28JUN KHIKHI HK1 0730 0810
2. GF 7 K 29JUN BAHHR HK1 0110 0625
3. GF 5109 K 29JUN LHRBOS HK1 1055 1310
OPERATED BY AMERICAN AIRLINES
4. GF 5154 M 28JUL BOSLHR HK1 0900 2030
OPERATED BY AMERICAN AIRLINES
5. GF 8 M 28JUL LHRBAH HK1 2235 #0720
6. GF 752 M 30JUL BAHKHI HL1 0050 0540

Thanks and best regards

Muhammad Athar Chauhdary
Travel Counselor

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