



Registration method for TOEIC L+R Institutional Programme:

1. Choose a date from the Calendar on the webpage of the Language Department. Complete the form for TOEIC L+R Institutional Programme and send it electronically to toeic@prf.jcu.
2. It is necessary that registration and payment take place by the set date (see the list of dates detailed on the webpage of the Language Department).
Warning: after closure of registration it is not possible to cancel registration.
3. You will receive a confirmation of registration within a few days of submitting the registration. No later than 7 days before the exam date, you will receive more detailed information and instructions. The exams are held in the classrooms of the Faculty of Science of University of South Bohemia in České Budějovice.
4. Pay the fee for your examination according to the price list on our webpage.

Číslo účtu/Account Number: 104725778/0300

Variabilní symbol/Variable Symbol: 910051

Specifický symbol/Specific Symbol: Your telephone number as detailed on the registration form

Poznámka/Note: Your name

5. You should present yourself at the examination at the set time. It is necessary to provide a valid identification document with a photograph and signature (ID card, driver's licence, or passport), and confirmation of payment. Without these documents, you may not participate in the exams!
6. The number of candidates possible is limited. Candidates will be accepted on a first-come, first-served basis.

Further Information

Before the exam, please study the **TOEIC LR Test Examinee Handbook** (available as a pdf document on the webpage *International Examinations*, section *Individual Preparation for TOEIC and TOEFL® ITP Examinations*).

Detailed information on the exam is also to be found in Czech on the website etsglobal.com. If you have any further questions, please contact us at toeic@prf.jcu.cz.