

## Necessary paperwork for absence on free TOEIC(R) L&R IP TEST

You are required to submit the specific document if you cannot meet the schedule to take the free TOEIC(R) L&R TEST which you have registered. The necessary document differs depending on your reasons. (\*please see below)

(1) When you lose family (spouse or within the third degree of kinship);

Required Document: Document or letter to prove that funeral was held

(2) When you have injured or get disease and not fit to attend;

Required Document: Medical Certificate from your doctor

(3) When you become a victim of disaster;

Required Document: Disaster Victim Certificate

(4) When public transportation stops because of power failure or incident etc.;

Required Document: Delay Certificate provided by the transportation company

(5) When you have other unavoidable reason you cannot show up;

Required Document: Reasonable document to prove

\*\*Please note that if you neither take the test nor submit the certain official proof, you are not eligible to take the next free TOEIC(R) L&R IP TEST (ex. If you were absent on **November** test, you won't be able to take the **May** test).

And, extracurricular activities, part-time jobs, other courses and lectures, practice trainings etc. will NOT be approved as official reason. Please check your schedule carefully and do NOT miss the free TOEIC(R) L&R IP TEST.