

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) Due to the death of a spouse(including the partner certified by a document certified the partnership in the Policies and Guidelines at Hiroshima University for Respecting Gender and Sexual Diversity – To Be Inclusive of LGBT+ Students, Faculty and Staff-) or within the third-degree of kinship;

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

(2) Injury or illness;

Required Document: Medical Certificate from your doctor

(3) Natural disaster or other extraordinary disaster;

Required Document: Disaster Victim Certificate

(4) Sudden Accident of public transportation.;

Required Document: Delay Certificate provided by the transportation company

(5) Other unavoidable circumstances;

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.

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.

→ [Absent Request Form](#)