

## Step By Step Instructions To Register For Berlitz Accredited Courses Through RTC

*There are two steps in the overall registration process...first you will apply for admission as a RTC student to qualify for the course credits. Then you will register into your Berlitz class using the Student ID number and password emailed to you. Note that depending on your starting level, you may need to take a placement test prior to registration to ensure you are enrolling in the proper course. See details below. Your Berlitz contact will assist you along the way to address any questions, or you may email questions to [rtc@berlitz.us](mailto:rtc@berlitz.us).*

### **Apply For Admission to RTC (for new RTC Students; if current RTC Student, skip to *Registering Into Your Berlitz Class*):**

- Go online to <http://rtc.edu/>
- Click on the drop down menu **Student Services**, choose **online services** and then click on **admissions**.
- Follow the Quick Start Instructions to complete your application for admission.
- An email confirmation will be sent with your student ID number and your pin.

### **Registering Into Your Berlitz Class:**

- **If you are a Beginner in your selected language**, confirm the item number of the class you wish to attend by contacting Berlitz at 1-800-338-9413.

**OR**

**If you will NOT be a Beginner in your selected language**, we will first assess your current proficiency to ensure you enroll in the proper course level. Please contact us at 1-800-338-9413 to arrange for a placement test. Once you are sure of the level you will be taking, obtain the item number of the class you wish to attend by contacting us at 1-800-338-9413.

- Go online to <http://rtc.edu/>.
- Click on the drop down menu **Student Services**, choose **online services** and then click on **registration**.
- Click on the Registration Logon Page, enter your student ID # and pin (6 digit birth date) emailed to you.
- Follow the instructions to complete your registration.
- You will need to pay by credit card at the time of registration.
- Note: You will be scheduling the session times directly with your Berlitz representative.