

## Instructions for New RTC Students:

Applying for admission:

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

Registering into your Berlitz Class:

1. Obtain the item number of the class you wish to attend from your Berlitz representative or call Cecelia at 303-399-4969.
2. Go online to <http://rtc.edu/>.
3. Click on the drop down menu **Student Services**, choose **online services** and then click on **registration**.
4. Click on the Registration Logon Page, enter your student ID # and pin(6 digit birth date)emailed to you.
5. Follow the instructions to complete your registration.
6. If you are paying by credit card you will need to pay at the time of registration.
7. If you are using a payment voucher you can either email a copy to [lhuftydavis@rtc.edu](mailto:lhuftydavis@rtc.edu) or fax it to 425-235-7826.

## Current Students that have applied for admissions and received a student ID number:

1. Obtain the item number of the class you wish to attend from your Berlitz representative or call Cecelia at 303-399-4969.
2. Go online to <http://rtc.edu/>.
3. Click on the drop down menu **Student Services**, choose **online services** and then click on **registration**.
4. Click on the Registration Logon Page, enter your student ID # and pin (6 digit birth date).
5. Follow the instructions to complete your registration.
6. If you are paying by credit card you will need to pay at the time of registration.
7. If you are using a payment voucher you can either email a copy to [lhuftydavis@rtc.edu](mailto:lhuftydavis@rtc.edu) or fax it to 425-235-7826.