### **Guideline for Online Registration of Solo Grade and Certificate Examinations**

On-line Application (not applicable to candidates entering for using re-entry vouchers)

Applicants may submit their application on-line (<a href="http://enrolment.trinitycollege.com.hk/">http://enrolment.trinitycollege.com.hk/</a>) during the specified application period.

Applicants are required to provide an image file of the following document:

- 1. Candidate's Hong Kong Identity Card / Passport / Birth Certificate (for verification purposes only);
- 2. For entering Practical Examination FTCL Recital, the candidate's LTCL Recital or above examination result / certificate must be provided (for verification purposes only);

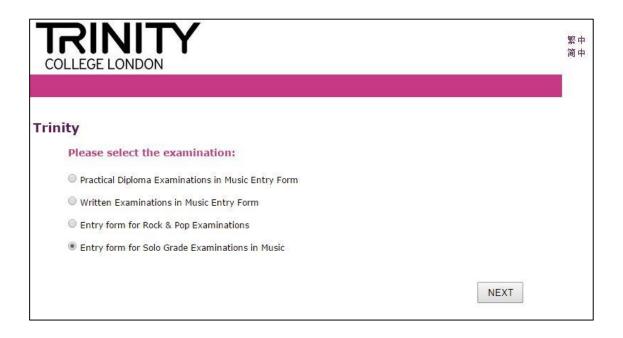
Version: 1 Dec 2016

- 3. For candidates who will perform pieces which not included in syllabus, approval letter from UK must be provided (for verification purposes only).
- \*\* Before entering into online application, please make sure that you have a PPS account with an 8-digit password as well as applicant's mobile phone on hand (If you do not have a PPS account, please visit HERE for application details), Examination fees must be settled on-line by PPS only.
- \*\* Please write down your reference number after payment. It can be used for future enquiry.
- \*\* Please note: You can use a scanner or digital camera to produce the image file. Only JPEG, PDF, PNG, GIF, BMP, TIFF file will be accepted and all file size should not exceed 1MB, if the size is too large, please lower the resolution of the scanner or digital camera.
- \*\* If you have unavailable time for the coming exam, please send an email to <a href="mailto:info@trinitycollege.com.hk">info@trinitycollege.com.hk</a> (Trinity Hong Kong Music Centre reserves the right of final approval)

Email subject: "Unavailable time of exam [ref no.: XXXXXX]"
Email content, please specify:
Apply more than 1 exam in this session? Yes /No
Other unavailable time:

Attach with supporting documents.

1. Go to <a href="http://enrollment.trinitycollege.com.hk/">http://enrollment.trinitycollege.com.hk/</a> and then select the forth one "Entry form for Solo Grade Examinations in Music"



- 2. Fill in the information of the applicant
  - 2.1 You are suggested to consult your Teacher/Studio on how to fill in this section if the candidate is going to register under the role of his/her Teacher/Studio.
  - 2.2 If you register under the role of "candidate", you must not be under 18 years of age.



### Entry form for Solo Grade Examinations in Music

Online enrolment is NOT available for Re-entry

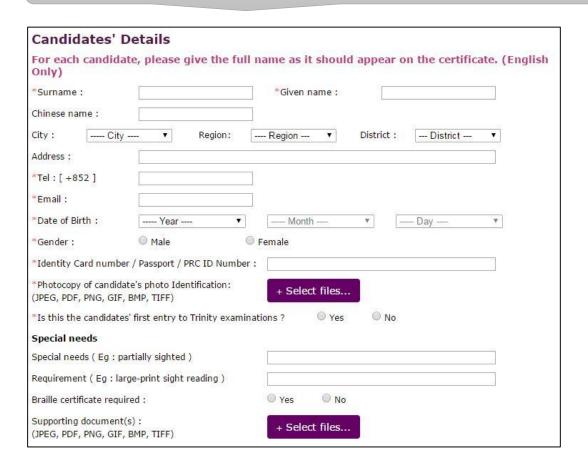
## **Applicant's Details**

Please fill in the application form in English
\*Relationship with candidate:

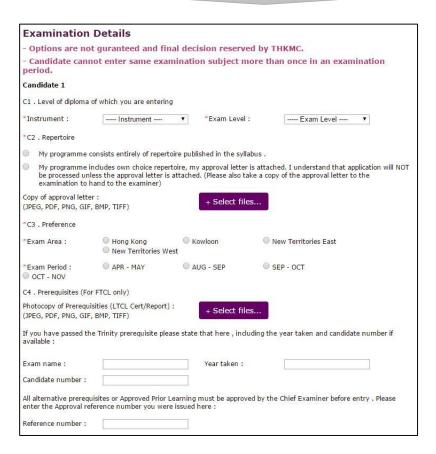
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<ul> <li>Candidate</li> </ul>	<ul><li>Parent</li></ul>	<ul><li>Teacher</li></ul>	<ul><li>Studio</li></ul>
*Surname:		*Given nar	me:
Chinese Name :		Fax.:[+8	52 ]
*City: City	/ ▼ * Regio	n Region · ▼	*District District •
*Address:			
*Tel:[+852]			
*Email:			
•	to receive the la Seminars, Courses		of Trinity's activities ? ( Eg
n Voc	o No		

Candidates' Details

3. Fill in the information of the candidate and Upload the digital image file of the candidate's identity document



4. Fill in the information of subject and level & upload image file of certificate/mark form (if required)



5. Click "NEXT" after checking all entered information, reading and accepting all Terms & Conditions.

Total HK Dollars : \$					
Payment Method : PPS Online Payment					
Terms & Conditions					
Completing this form					
<ul> <li>Please complete this form in BLOCK capital lette</li> <li>All blanks should be completed unless stated other</li> <li>Please use separate forms for EVERY entry.</li> <li>Do not fax entries under any circumstanes.</li> </ul>	Il blanks should be completed unless stated otherwise. Any incomplete form will not be processed. ease use separate forms for EVERY entry.				
Trinity Music Examinations – Enrolment Informati	ion Updated on : Aug 2012				
General Enrolment Information					
	e right to change the above examination dates and enrolment				
dates.					
· Entries must be submitted before enrolment closing of					
<ul> <li>Entries must be submitted <u>before enrolment closing of</u> submitted after the closing date and surcharges will be.</li> <li>The named candidates on the entry form must be the circumstance may substitute candidates replace the stewards have the right to request for the proof of ide.</li> </ul>	pe applied to all late entries. e candidates attending the examination; under no originally entered candidates. Trinity examiners and exam entity of candidates.				
<ul> <li>Entries must be submitted <u>before enrolment closing of</u> submitted after the closing date and surcharges will be.</li> <li>The named candidates on the entry form must be the circumstance may substitute candidates replace the of stewards have the right to request for the proof of ide.</li> <li>After the examination appointment slips have been is</li> </ul>	pe applied to all late entries. e candidates attending the examination; under no originally entered candidates. Trinity examiners and exam				
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6. Read and make sure all entered information is correct. Then click "Submit".

Relationship w	ith candidate : Candidate
Surname :	CHAN
Given name :	TAI MAN
Chinese Name	
City: Hong	Kong
Region : HK Is	land
District : Cause	eway Bay
Address : RM1	23HAPPYVILLAGE
Tel: [+852] 2	23456789
Fax: [+852]	
Email:	chantaiman@gmail.com
Would you like	to receive the latest information of Trinity's activities ? (Eg . Examinations , Seminars , Courses
etc . ): Yes	
Candidates	' Details
Candidate 1	
Surname :	CHAN
Given name :	TAI MAN
Chinese name	
City:	Hong Kong
Region :	HK Island

# **Guideline for Online Registration of Solo Grade and Certificate Examinations**

7. Fill in your 8-digit PPS account number and password, click the box "I have read and accept PPS Terms and Condition" and then click "Submit".

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下在遞交此交易前 <b>,必須</b> 閱讀使月 。 有關繳醬靈服務使用一般條款	用條款及條件,法律責任及版權聲明 及關於收集個人資 及條件,請瀏覽 ppshk.com
商戶名稱:	HONG KONG TRINITY LIMITED
參考編號:	2016113017304586
激付金額(港幣):	4300.00
3位數字繳费靈戶口號碼 或戶口名稱 *:	
激 書靈網上密碼:	
□ 我已細閱並特此接受繳费靈服務	使用一般條款及條件。
由2016年3月17日起,閣下成功以 到手機短訊提示。	PPS 繳费予「信貸財務」及「證券公司」交易,均會收
	遞交 】 取消 】

- 8. Follow the instruction of PPS system to input the One-time-Password sent to your mobile phone.
  - \* Please make sure your mobile phone is with you. If you failed to proceed the payment, you may be required to fill in the application form again.

### TWO-FACTOR AUTHENTICATION REQUIRED

A 6-digit One-time Password (OTP) will be sent to your mobile phone HK 9000 0000 via SMS. Please ensure your mobile phone is switched on, not forwarded to another mobile phone number, SMS-enabled and with sufficient memory.

Press "Proceed"





- 9. You will find the confirmation page after payment, please record the Ref. number and print it out for enquiry purpose.
- 10. A confirmation email will be sent to you if your application is successful.



### Entry form for Solo Grade Examinations in Music **Applicant's Details**

Online App Ref :SG201612020003 Relationship with candidate :Candidate Surname: Given name : Chinese Name: City: Hong Kong Region: Kowloon District : Cheung Sha Wan Address : sdfa Tel: [+852] 12345678 Fax: [+852] Email: asdf@asdc.com Would you like to receive the latest information of Trinity's activities? (Eg. Examinations, Seminars, Courses etc . ): Yes

### Candidates' Details

# Candidate 1

Surname: Lam

Special needs (Eg: partially sighted): Requirement (Eg: large-print sight reading): Braille certificate required : No Letter to explain : Psychologist's report:

#### **Examination Details**

#### Candidate 1

C1 . Level of diploma of which you are entering Subject: Bassoon

Grade: Grade 1 Group Name :

C2 . Preference

Exam Area: Hong Kong Exam Period : APR - MAY

Candidate requires an interpreter (HKD \$135 per exam)

### Fees & Confirmation

Total HK Dollars: \$880

Payment Method: PPS Online Payment

print