Guidelines for Online Application of Practical Diploma Examinations

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

Applicants may submit their application on-line (http://enrolment.trinitycollege.com.hk/) 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);

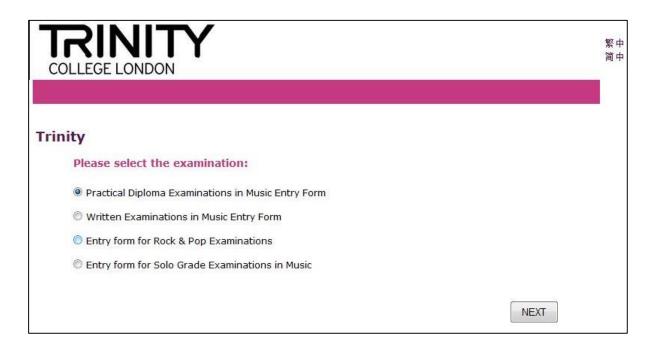
Version: 1 Dec 2016

- 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 info@trinitycollege.com.hk (Trinity Hong Kong Music Centre reserves the right of final approval)

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

Attach with supporting documents.

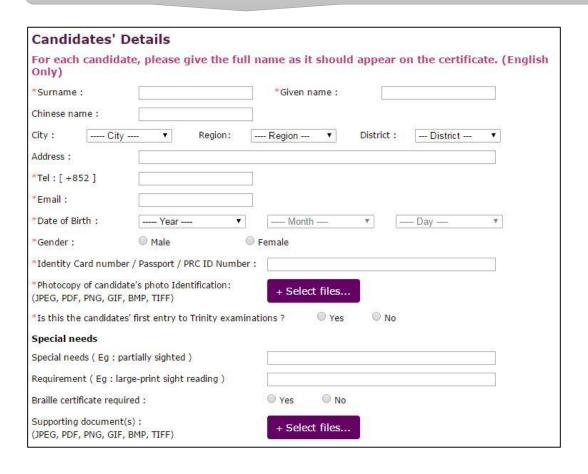
1. Go to http://enrollment.trinitycollege.com.hk/ and then select the first one "Practical Diploma Examinations in Music Entry Form"



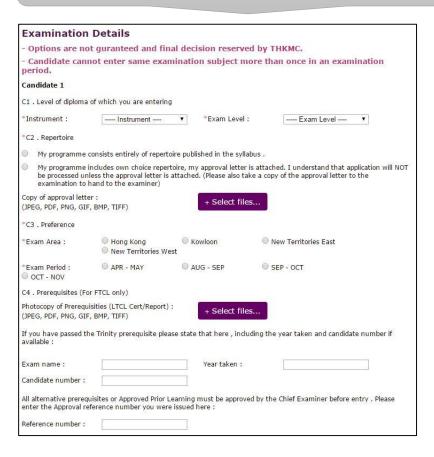
- 2. Fill in the information of the applicant
 - 2.1 You are suggested to consult your Teacher/Studio on how to fill in this section if the candidate is going to register under the role of his/her Teacher/Studio.
 - 2.2 If you register under the role of "candidate", you must not be under 18 years of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

	ploma Examinations	in Music En	try Form	
	NOT available for Re-entry			
Applicant's	Details			
Please fill in the app *Relationship with	lication form in English candidate :			
Candidate	Parent To	eacher	Studio	
*Surname :		*Given name :		
Chinese Name :		Fax.:[+852]		
*City: C	ity ▼ * Region :	- Region ▼	*District : District	v
*Address :				
*Tel : [+852]				
*Email :				
*Would you like to	receive the latest information of Tri	nity's activities ? (E	Eg . Examinations, Seminars, Co	ourses etc.)
O Yes	O No			

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.

Fotal HK Dollars : \$	
Payment Method : PPS Online Payment	
Terms & Conditions	
Completing this form	<u> </u>
 Please complete this form in BLOCK capital letters All blanks should be completed unless stated otherwise. Any Please use separate forms for EVERY entry. Do not fax entries under any circumstanes. 	incomplete form will not be processed.
Trinity Music Examinations – Enrolment Information	Updated on : Aug 2012
agree and abide by the regulations published in "Examination Sylla General Enrolment Information	buses" and the following conditions:
agree and abide by the regulations published in "Examination Sylla General Enrolment Information Trinity Hong Kong Music Centre (THKMC) reserves the right to a dates.	buses" and the following conditions: thange the above examination dates and enrolment
· Entries must be submitted before enrolment closing date. THKM	buses" and the following conditions: hange the above examination dates and enrolment IC reserves the right to refuse any entries
agree and abide by the regulations published in "Examination Sylla General Enrolment Information Trinity Hong Kong Music Centre (THKMC) reserves the right to a dates.	hange the above examination dates and enrolment IC reserves the right to refuse any entries o all late entries. es attending the examination; under no ntered candidates. Trinity examiners and exam
General Enrolment Information Trinity Hong Kong Music Centre (THKMC) reserves the right to c dates. Entries must be submitted before enrolment closing date. THKM submitted after the closing date and surcharges will be applied to the named candidates on the entry form must be the candidate circumstance may substitute candidates replace the originally e stewards have the right to request for the proof of identity of ca	thange the above examination dates and enrolment IC reserves the right to refuse any entries o all late entries. es attending the examination; under no ntered candidates. Trinity examiners and exam indidates. IMC have the rights to reject the request of
General Enrolment Information Trinity Hong Kong Music Centre (THKMC) reserves the right to codates. Entries must be submitted before enrolment closing date. THKM submitted after the closing date and surcharges will be applied to the named candidates on the entry form must be the candidate circumstance may substitute candidates replace the originally estemated the right to request for the proof of identity of called the administration of the proof of identity of called the administration re-arrangement. Examples are represented the proof of identity of the examination re-arrangement.	thange the above examination dates and enrolment or reserves the right to refuse any entries or all late entries. se attending the examination; under no intered candidates. Trinity examiners and exam indidates. MC have the rights to reject the request of the considered if such request is neither without as of Trinity Hong Kong Music Centre applicable to the
General Enrolment Information Trinity Hong Kong Music Centre (THKMC) reserves the right to c dates. Entries must be submitted before enrolment closing date. THKM submitted after the closing date and surcharges will be applied to the named candidates on the entry form must be the candidate circumstance may substitute candidates replace the originally e stewards have the right to request for the proof of identity of call the examination re-arrangement. Evan re-arrangement will not a understand and undertake to abide by the current regulation Trinity examinations held in Hong Kong, and the conditions st	thange the above examination dates and enrolment or reserves the right to refuse any entries or all late entries. se attending the examination; under no intered candidates. Trinity examiners and exam indidates. MC have the rights to reject the request of the considered if such request is neither without as of Trinity Hong Kong Music Centre applicable to the
General Enrolment Information Trinity Hong Kong Music Centre (THKMC) reserves the right to c dates. Entries must be submitted before enrolment closing date. THKM submitted after the closing date and surcharges will be applied to the named candidates on the entry form must be the candidate circumstance may substitute candidates replace the originally e stewards have the right to request for the proof of identity of call of the examination re-arrangement. Evan re-arrangement will not a understand and undertake to abide by the current regulation Trinity examinations sheld in Hong Kong, and the conditions st	thange the above examination dates and enrolment of reserves the right to refuse any entries oall late entries. It is attending the examination; under no intered candidates. Trinity examiners and examing indidates. If the considered if such request is neither without one of the considered if such request is neither without one of Trinity Hong Kong Music Centre applicable to the attention in the most up-to-date Enrolment Information.

6. Read and make sure all entered information is correct. Then click "Submit".

```
Relationship with candidate : Candidate
  Surname :
                      CHAN
                      TAI MAN
  Given name :
  Chinese Name:
  City: Hong Kong
  Region : HK Island
  District : Causeway Bay
  Address: RM123HAPPYVILLAGE
  Tel: [+852] 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
```

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".



- 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.



Practical Diploma Examinations in Music Entry Form Applicant's Details

Online App Ref :SG201612020003

Relationship with candidate :Candidate

Surname : Lam

Given name : anan

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