**Entry form**

**Diploma in instrumental/Vocal Teaching and Music Education**

You will need to read the Supplementary Information insert before completing the entry form. We may not be able to process incorrect or incomplete entry forms and those without the necessary enclosures. The note numbers in the left margin refer you to specific sections of the Supplementary Information.

**Use this form for:**
- DipABRSM Principles of Instrumental/Vocal Teaching
- LRSM Instrumental/Vocal Teaching
- FRSM Music Education

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## Candidate information all candidates

<table>
<thead>
<tr>
<th>Note 1</th>
<th>Candidate/Applicant Number</th>
<th>if known</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note 2</strong></td>
<td>Title</td>
<td>MISS for example Dr, Mr, Mrs, Mdme, Miss, Ms</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Family name (surname)</td>
<td>LEE</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Given name</td>
<td>PING PING</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Degrees/Diplomas</td>
<td></td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Address line 1</td>
<td>3/F 17 TSEUK LUK STREET</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Address line 2</td>
<td>SANPO KONG</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Address line 3</td>
<td>KOWLOON</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Address line 4</td>
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</tr>
<tr>
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<td>Postcode</td>
<td></td>
</tr>
<tr>
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<td>Country</td>
<td>HONG KONG</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Home telephone</td>
<td>36288721</td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Work telephone</td>
<td></td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Mobile telephone</td>
<td></td>
</tr>
<tr>
<td><strong>Note 2</strong></td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td><strong>Note 4</strong></td>
<td>E-mail</td>
<td><a href="mailto:345@hkeaa.edu.hk">345@hkeaa.edu.hk</a></td>
</tr>
<tr>
<td><strong>Note 5</strong></td>
<td>Date of birth</td>
<td>11/11/17</td>
</tr>
</tbody>
</table>

**Note 5**

For DipABRSM you must be 18 at the date of entry
For LRSM you must be 20 at the date of entry

**Note 6**

M/F

**Note 7**

- Passport
- National Identity card
- Driving licence

A photocopy must be enclosed with this form

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**If this box is not checked, the name will appear as “Ping Ping Lee” in the Notice of Appointment.**

**Not applicable to Hong Kong.**

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**ABRSM**
24 Portland Place, London W1B 1LU, United Kingdom  T +44 (0)20 7467 8818
E international.diplomas@abrsm.ac.uk  www.abrsm.org
Please check this box if you wish to apply for English/Cantonese interpretation service in the examination. The interpretation service fee is HK$271.

You may choose to take the test in: April/May, August or October/November. Except for August, you must fill in the session (e.g. April/May) instead of a single month.

You may choose to take the exam in Kowloon or on the Hong Kong Island.

Please note that candidates choosing “Kowloon” as their preferred exam area will likely be allocated to an exam centre on Hong Kong Island.

(For percussion, harp and organ examinations only) Please write down the details of your examination venue.
### DipABRSM

**Prerequisites**
- ✓ I have ABRSM Grade 8 Practical (photocopy of certificate or mark form enclosed)
- ✓ I have ABRSM Grade 6 Theory (1992 syllabus) (photocopy of certificate or mark form enclosed)
- ✓ I am 18 years old or over (photocopy of identification document enclosed)

**Requirement**
- ✓ I enclose my Written Submission and candidate declaration form (6a front & back)

or
- □ I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)
- □ I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- □ I am fulfilling the requirement through a Listed Substitution (substantiating evidence enclosed)

### LRSM

**Prerequisites**
- □ I have DipABRSM (Principles of Instrumental/Vocal Teaching) (photocopy of certificate enclosed)
- □ I have ABRSM Grade 8 Theory (1992 syllabus) (photocopy of certificate or mark form enclosed)
- □ I am 20 years old or over (photocopy of identification document enclosed)

**Requirements**
- I enclose my Case Study Portfolio & Video of Teaching Practice and candidate declaration form (6b front & back)
- I understand that I must enclose my Written Submission with my final payment only when I have received confirmation that I may proceed with the rest of the exam

or
- □ I intend to fulfill the requirement through a Listed Substitution (substantiating evidence will be required)
- □ I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)
- □ I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)

### FRSM

**Prerequisite**
- □ I have LRSM (Instrumental/Vocal Teaching) (photocopy of certificate enclosed)

**Requirement**
- □ I enclose my Written Submission, letter from ABRSM confirming topic approval and candidate declaration form (6a front & back)

or
- □ I am fulfilling the prerequisite through a Listed Substitution (substantiating evidence enclosed)
- □ I am fulfilling the prerequisite through appropriate professional experience and have already gained ABRSM approval (letter of approval enclosed)
- □ I am fulfilling the requirement through a Listed Substitution (substantiating evidence enclosed)
Candidate declaration form for Written Submissions sent with this form

**note 20**

**Family name**

---

**Given name**

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**Date of submission**

02 01 13 ddmmyy

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**Dip ABRSM and FRSM**

**Written Submission**

(For DipABRSM and FRSM candidates only) Please enclose the signed declaration with your submission.

**Send this declaration with your submission**

**Declaration**

I confirm that I have read the regulations in the Diploma Syllabus and that:

- The enclosed Written Submission is genuinely my work and I am the sole author
- It has not previously been submitted to ABRSM or to any other institution or agency for another academic award
- The sources used and quoted are properly acknowledged and listed
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld

**Signature**

---

**Date**

02 01 13 ddmmyy

---

**Plagiarism**

ABRSM defines plagiarism as an attempt to pass off as one’s own the work of others. Thus copying from a printed or unprinted source without acknowledging it, or constructing a précis of someone else's writing without citing indebtedness to that writer, constitutes plagiarism.

In preparing the Written Submission candidates are encouraged and expected to read widely to demonstrate the breadth of their reading and where appropriate, to quote the work of others. However, such quotations and references must be properly and fully attributed in accordance with the advice provided by ABRSM. Candidates who ignore this advice run the risk of being accused of plagiarism.

The Chief Examiner will refer any suspected cases of plagiarism to the Diploma Board. The Diploma Board may disqualify a candidate if the charge of plagiarism is upheld. Candidates will have a right of appeal and representation if such charges are made.
Candidate declaration form LRSM only

Family name
(surname)

Given name

Date of submission

don't use

LRSM

Case Study Portfolio & Video of Teaching Practice
This section must gain a pass before you may proceed with the final examination.

(For LRSM candidates only) Please enclose the signed declaration with your Portfolio & Video.

Send this declaration with your Portfolio & Video, to arrive no later than three months before the published last date of entry.

see Dates and Fees leaflet for your country

Declaration
I confirm that I have read the regulations in the Diploma Syllabus and that:

- The enclosed Case Study Portfolio and Video of Teaching Practice are genuinely my work and I am their sole author.
- They have not previously been submitted to ABRSM or to any other institution or agency for another academic award.
- The sources used and quoted are properly acknowledged and listed.
- I have read the section on plagiarism below and understand that I will be penalised or disqualified if a charge of plagiarism is upheld.

Signature

Date
don't use

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**Payment all candidates**

**Fees** Please indicate your chosen entry option below. Refer to the Music Exams Dates and Fees leaflet for your country for details of Entry Fees.

<table>
<thead>
<tr>
<th>I intend to</th>
<th>Dip ABRSM</th>
<th>LRSM</th>
<th>FRSM</th>
</tr>
</thead>
<tbody>
<tr>
<td>take the complete exam</td>
<td>☑</td>
<td></td>
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<tr>
<td>or</td>
<td></td>
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<tr>
<td>I intend to substitute the Written Submission</td>
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</tbody>
</table>

No need to enclose payment. After vetting your form, HKEAA will issue a demand note to you for payment of examination fee.

**Dip ABRSM and FRSM**

I enclose payment of refer to the Dates and Fees leaflet for your country

**LRSM**

I enclose payment of being 40% of the full LRSM examination fee refer to the Dates and Fees leaflet for your country

**Note 23**

Please send the completed form, ID document, proof of qualifications and Written Submission (if any) to HKEAA, 17 Tseuk Luk Street, San Po Kong, Kowloon during the registration period. For postal registration, please also enclose a stamped self-address envelope.

**Note 24**

Please send the form, together with your payment, to your local Representative (see the Examination Information and Regulations, International Edition, or the Dates and Fees leaflet for your country).

Where there is no Representative, send the form and payment to:
- ABRSM
  - 24 Portland Place
  - London W1B 1LU
  - United Kingdom

Please mark the envelope ‘International exams’.