



# Exam Registration Form

*\* This Exam Registration Form is **NOT** applicable for candidates who wish to take the Board's music exam in **Hong Kong**. Candidates wishing to take exam in Hong Kong must use the Exam Registration Form applicable for Hong Kong region.*

**Vienna Music Examination Board**

Read the "VMEB MUSIC EXAM HANDBOOK" before registering the exam (available at [www.vmeb.org](http://www.vmeb.org)).

Complete this form in capital letters in English. Put a '✓' where appropriate

PART 1 – Candidate Information	
▶	Surname (as shown in your ID card or passport) _____
▶	Given name (as shown in your ID card or passport) _____
▶	Date of Birth _____ / _____ / _____ (DD/MM/YYYY)      ▶ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
▶	ID Card no. / Passport no. _____
▶	Country of Issue of ID Card / Passport _____
▶	Corresponding Address _____ _____ _____
▶	Contact Tel. no. (+ Country Code + Area Code + Telephone Number) _____
▶	Email Address _____

PART 2 – Examination Applying
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\* Select only ONE instrument and ONE grade level

Keyboard Instrument	<input type="checkbox"/> Piano
Stringed Instrument	<input type="checkbox"/> Violin <input type="checkbox"/> Viola <input type="checkbox"/> Cello <input type="checkbox"/> Double Bass <input type="checkbox"/> Harp <input type="checkbox"/> Classical Guitar <input type="checkbox"/> Acoustic Guitar <input type="checkbox"/> Electric Guitar
Wind Instrument	<input type="checkbox"/> Recorder <input type="checkbox"/> Flute <input type="checkbox"/> Oboe <input type="checkbox"/> Clarinet <input type="checkbox"/> Bassoon <input type="checkbox"/> Saxophone
Brass Instrument	<input type="checkbox"/> Horn <input type="checkbox"/> E-flat Tenor Horn <input type="checkbox"/> Trumpet <input type="checkbox"/> Cornet in Bb <input type="checkbox"/> Soprano Cornet in Eb <input type="checkbox"/> Flugelhorn <input type="checkbox"/> Trombone <input type="checkbox"/> Tuba <input type="checkbox"/> E-flat Bass <input type="checkbox"/> B-flat Bass

Level	Exam Registration Fee (EUR)
<input type="checkbox"/> Elementarstufe (Elementary Grade)	EUR 45
<input type="checkbox"/> Stufe (Grade) 1	EUR 45
<input type="checkbox"/> Stufe (Grade) 2	EUR 45
<input type="checkbox"/> Stufe (Grade) 3	EUR 45
<input type="checkbox"/> Stufe (Grade) 4	EUR 45
<input type="checkbox"/> Stufe (Grade) 5	EUR 75
<input type="checkbox"/> Stufe (Grade) 6	EUR 75
<input type="checkbox"/> Stufe (Grade) 7	EUR 75
<input type="checkbox"/> Stufe (Grade) 8	EUR 75
<input type="checkbox"/> TMPZ (Performance - TMPZ)	EUR 135
<input type="checkbox"/> CPPZ (Performance Level - CPPZ)	EUR 135
<input type="checkbox"/> SSPZ (Performance Level - SSPZ)	EUR 135

### PART 3 – Declaration

I understand and undertake to abide by the relevant rules and regulations of Vienna Music Examination Board applicable to the Board's Music Exam. I confirm that all information provided by me are accurate and correct.

If candidate is below the age of 18, signature from candidate's parent / guardian / teacher is required.

Relationship with candidate:  Parent  Guardian  Teacher

.....  
Candidate's Signature

.....  
Signature of candidate's parent/guardian/teacher

.....  
Date

.....  
Name of candidate's parent/guardian/teacher

.....  
Date

### **IMPORTANT NOTES**

#### **Exam Venue**

Candidates may choose to take the exam at any of the Board's exam centres in Vienna or overseas (except Hong Kong). Candidates wishing to take exam in Hong Kong must use the Exam Registration Form applicable for Hong Kong region, which is available from the Board's official website. Candidates must make pre-arrangement with their chosen exam centre before taking the exam.

Exam Centre: (Vienna)	Franz Schubert Konservatorium, Untere Viaduktgasse 16, Wien Mitte - Ecke Landstrasser Hauptstraße 5, 1030 Wien, Vienna, Austria
Exam Centres: (Overseas)	Overseas exam centres list available at the Board's official website. For enquiry, please contact the Board's International Exam Administration Office by email to <a href="mailto:international.admin@vmeb.org">international.admin@vmeb.org</a>

#### **Exam Centre Fee**

There will be additional fees charged by the Board's exam centres including (1) exam room rental fee; and (2) exam supervisor fee. Such fees vary between different exam centres and shall be paid by candidates to exam centre directly. Candidates are advised to confirm the exact amount of fees with their chosen exam centre before registering the exam. The Board shall not be held any liabilities and responsibilities on any fees paid by anyone to exam centres.

#### **Exam Date**

Candidates must take the exam on or before the exam due date shown in the "Exam Notification Letter". Exam due date is normally **6 months** from the issuance date of the Exam Notification Letter. It is recommended that candidates should contact their chosen Exam Centre immediately for reservation after receiving the Exam Notification Letter.

#### **Exam Notification Letter**

Exam Notification Letter will normally be issued to candidates **by email within 30 days** after receiving all the required registration documents and Exam Registration Fee. Please ensure that you have filled in your correct email address in this form. Contact the Board if you do not receive the Exam Notification Letter after 30 days. If you cannot find the Exam Notification Letter in your normal email inbox, check your Spam or Junk email folder before contacting the Board.

#### **Exam Result and Certificate**

A Statement of Results will normally be sent to candidates **by post within 60 days** after the examination. Certificate will only be issued to those candidates who have passed the examination, which will be sent together with the Statement of Results. Please ensure that you have filled in your correct corresponding address in this form.

After completing this form, please send the (1) **required documents** and (2) **payment receipt by email** to [international.admin@vmeb.org](mailto:international.admin@vmeb.org) or **by post** to the address below:

Graded Music Exam Division  
International Exam Administration Office  
Vienna Music Examination Board  
Room 403, 4/F, Valley Centre,  
80-82 Morrison Hill Road, Wan Chai,  
**Hong Kong**

## Required Documents for Exam Registration

1. [This Exam Registration Form](#)
2. Copy of candidate's ID card or passport bearing with candidate's photo

## Payment Method

All payments made are non-refundable and non-transferrable. Payment shall be made by:

- [Credit card](#) or [PayPal](#) online in the Board's official website [www.vmeb.org](http://www.vmeb.org)
- [Bank demand draft](#) in EUR currency payable to 'Vienna Music Examination Board Limited'
- [Telegraphic Transfer](#) (TT) in EUR currency. Contact the Board for TT/wire instruction

### Corresponding Address

To:	
Address:	
Country:	