



January Admission Guideline for Spring 2020

Master's Program

General Admission | Special Admission
for National Applicants

Torch Trinity Graduate University

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(Revised on Dec. 23, 2019)

1. The Program

Language	Degree Programs	Duration	Credits	Quota
English Program	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits	Select 130 people through 'General and Special Admissions', while select international applicants through 'International Admission' separately.
	Master of Theological Studies (MTS)	2 yrs (4 sem)	38 credits	
	Master of Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 credits	
	Master of Arts (MA) in Christian Education	2 yrs (4 sem)	45 credits	
	Master of Educations (MEd)	2 yrs (4 sem)	36 credits	
	Master of Theology (ThM) in Old Testament, New Testament, Church History, Systematic Theology, Practical Theology, Mission & Intercultural Studies, Christian Education	2 yrs (4 sem)	30 credits	
Korean Program	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits	
	Master of Theological Studies (MTS)	2 yrs (4 sem)	38 credits	
	Master of Theology (ThM) in Evangelical Christian Spirituality	2 yrs (4 sem)	29 credits	

2. Admission Types and Qualifications

- National applicants can apply through General or Special Admission, and international applicants can apply through International Admission (see separate admissions instruction).
- [Common Qualification] General Admission** applicants must meet these qualifications as below:
 - Confessing and mature believers who are baptized and have assurance of salvation.
 - Bachelor's degree holders from an accredited university or equivalent as recognized by law. For ThM, MDiv degree holders from an accredited university with a bachelor's degree, or equivalent as recognized by law.
- Special Admission** applicants must meet the above common qualifications and belong in one of the followings:
 - Full-time missionary to a foreign country sent by a church, mission organization, or denomination, and served for 5 years or more
 - Full-time minister in a missionary institution, Christian institution, or NGO, and served for 5 years or more
 - Doctoral degree holder (honorary doctorates and non-academic degrees are not eligible.)
 - Bachelor or higher degree holder from an English-speaking country or institution with a minimum GPA of 3.0/4.0 (B grade, English program applicants only)
 - TTGU graduate with 3.3 or higher GPA (graduates from a Korean program are not eligible for English program through Special Admission)
 - TTGU Christian CEO program graduate who has contributed to the Christian ministry.
 - Executives, journalists, doctors, legal professionals, educational professionals, and those who have worked for 5 years or more in the professional fields recognized by TTGU, and contributed to the Christian ministry.

3. Admission Schedule (*Please check the schedule by admission type.*)

1) General Admission

Procedure	Schedule	Site /Note
Online Application	Dec 23, 2019- Jan 16, 2020	Website (www.ttgu.ac.kr/apply) - Print out the application form and submit it.
Application submission and fee payment	Mon-Thu, Jan 13-16 (until 5pm)	Admissions documents submission can be done in person or by mail, and please pay the application fee to school account.
Exams	Sat, Jan 18 - Essay Writing 8:50-9:30am (English program applicants only) - English (STTEP) 9:40am-12:00pm - Bible Exam 1:00-2:00pm - Personal Inventory Test 2:30-4:30pm	TTGU Classroom - ThM applicants are exempted from the Bible exam. - Register the Personal inventory test <u>on site</u> . (Test fee: 15,000 KRW)
Interview	Mon, Feb 3	TTGU Classroom - Interview hours are notified individually.
Announcement for Result	Fri, Feb 7	Website - Check the result individually.

2) Special Admission

Procedure	Schedule	Site /Note
Online Application	Dec 23, 2019- Jan 16, 2020	Website (www.ttgu.ac.kr/apply) - Print out the application form and submit it.
Application submission and fee payment	Mon-Thu, Jan 13-16 (until 5pm)	Admissions documents submission can be done in person or by mail, and please pay the application fee to school account.
Exam	Sat, Jan 18 - Personal Inventory Test 2:30-4:30pm	TTGU Classroom - Register the Personal inventory test <u>on site</u> . (Test fee: 15,000 KRW)
Interview	Mon, Feb 3	TTGU Classroom - Interview hours are notified individually.
Announcement for Result	Fri, Feb 7	Website - Check the result individually.

- **Mailing address** : Torch Trinity Graduate University, Admissions Office (1F)

70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea

[Note] Application documents must arrive by the deadline, and overseas applicants are recommended to send it two weeks before the deadline.

- **Application fee payment**

- ① Application fee 70,000 KRW ② English (STTEP) fee 30,000 KRW ③ Essay Writing fee 7,000 KRW
- Applicants must pay the application fee(s) depending on the admission type and exam(s).
- Payment account: Woori Bank 1005-602-443681 (Account holder: 햇볼트리니티신학대학원)
- Pay the application fee(s) in the applicant's name.

- Note:

- Missing documents or non-payment will result in disqualification of the application.
- Documents cannot be modified and application fees will not be refunded after the deadline.
- Admission may be canceled if the documents are found to be forged, falsified, or altered.

4. Admissions Exams (*Please check the subjects by admission type.*)

1) General Admission

Subject	Note
Paper Screening	- General Admission applicant's documents will be screening.
English	- Take the TTGU English test (STTEP) or you can replace it with the certified English test score (TOEFL/TOEIC/TEPS/IELTS) taken in last 2 years (after Oct 1, 2017), and the score will be converted according to TTGU conversion table. - STTEP consists of listening-100 points, grammar-40 points, and reading-100 points. (Test time: 2 hours)
Essay Writing	- Write an essay on a given topic. (Test time: 30 minutes) - English program applicant should take essay writing test, even after submitting certified English test score.
Bible Exam	- Bible exam consists of 50 multiple-choice questions of Old Testament and New Testament. (Test time: 40 minutes) - ThM applicant is exempted from the Bible exam.
Personal Inventory Test	- Personal inventory test is conducted by the TT Counseling Center. (Test time: 2 hours) - Register on the spot and test fee is 15,000 KRW. (cash only) - Applicant can take the test either in Korean and English. - If an applicant chooses not to take the group test, he/she should take the test individually at the TT Counseling Center by the application deadline, and the test fee is 25,000 KRW. (Individual test reservation Tel. 02-570-7115)
Interview	- Interview is conducted as a group of 2-3 people.

2) Special Admission

Subject	Note
Paper Screening	- Special Admission applicants' documents will be reviewed and interviews will be given only to the applicants who pass the paper screening. (Individual notices to failed applicants)
Personal Inventory Test	- Personal inventory test is conducted by the TT Counseling Center. (Test time: 2 hours) - Register on the spot and test fee is 15,000 KRW. (cash only) - Applicant can take the test either in Korean and English. - If an applicant chooses not to take the group test, he/she should take the test individually at the TT Counseling Center by the application deadline, and the test fee is 25,000 KRW. (Individual test reservation Tel. 02-570-7115)
Interview	- Interview is conducted as a group of 2-3 people. - Skype Interview is only for the applicants living overseas.

- For General/Special Admissions, please bring Admission Verification Slip, ID card, pen and OMR pen on the English test, essay writing test, Bible exam, and personal inventory test.
- Paper screening, Bible exam and interview are conducted in English for the English program and in Korean for the Korean program.
- Applicant will be disqualified if he/she is late or uses unfair means during exam.
- If the applicant does not take any of the entrance exams, he/she will be disqualified.
- The Admissions Committee may disqualify applicants based on personality inventory test and interview results.

5. Application Documents List

※ Please download documents marked "use school form" from our website (www.ttgu.ac.kr/apply). Please write either in English or Korean according to each respective program.

- 1) **Admission application** (printed out from the online application website www.ttgu.ac.kr/apply):
 - Upload a photo in color (Do not use low-resolution, black-and-white, or snapshot photo because this will be used for the student ID card).
- 2) **Personal statements** (use school form)
- 3) **Church attendance certificate** (issued by the church you are attending)
- 4) **Two references by a Senior Pastor and a professor** (use school form, in sealed & signed envelopes)



- Family member/relative cannot be referee; in such cases the referee should be substituted.
 - If you do not receive a reference from your Senior Pastor, substitute it by another pastor who knows your life and character well. For professor's reference, you can replace it with another professor/teacher/superior officer at work/Bible study leader's reference who knows your academic capability well. For referee's substitution, write a reason in your admission application.
- 5) **Graduation certificate and official transcript of undergraduate**
 - Overseas graduate must submit original copies in English with the "apostille approval".
 - National graduate must submit original copies in Korean and English; a degree registration number (학위등록번호) should be on the graduation certificate and the percentage score (백분율점수) on the official transcript.
 - Prospective graduate should submit "expected graduation certificate" instead.
 - Transferred student must submit transcripts from all universities previously attended.
 - ThM applicant must submit the MDiv graduation certificate and official transcript as well.
 - 6) **Certified English test score:** General Admission applicants can submit TOEFL/TOEIC/IELTS/TEPS score for English test (STTEP) substitution.
 - 7) **TOPIK score:** TOPIK level 3 at least (TOPIK level 4 is required for graduation); only required for international applicant who apply for the Korean program. (TOPIK is waived if the applicant graduated in Korea in Korean language.)
 - 8) **Certificate for Special Admission qualifications:**
 - Full-time missionary to foreign country: Certificate or verification of missionary that contains sending body, country, ministry language, and the duration of ministry.
 - Full-time minister in a missionary institution/Christian institution/NGO: Career certificate
 - Doctoral degree holder, Bachelor or higher degree holder from English-speaking country/institution, TTGU graduate: Original Transcript(s) and Degree Certificate(s)- overseas graduates should submit it with apostille approval.
 - TTGU Christian CEO graduate: Diploma copy and certificate of ministry related on Christian ministry
 - Professional recognized by TTGU: Certificate of Employment, a copy of professional license, and certificate of ministry related on Christian ministry
- ※ Applicant for English program whose ministry language is other than English must submit the English score (TOEFL/TEPS/TOEIC/STTEP).

9) **International/Overseas Korean's required documents:**

- A. **Financial statement** (use school form) **with a bank statement:** This is only for the international applicant applying for the student visa (D-2), Bank statement should be issued within one month, and the required balance is \$20,000 USD
- B. **Additional documents**
 - International applicant: Copies of passport, alien registration card, and confirmation of health insurance membership (if available)
 - Overseas Korean: Copies of passport, Certificate of Entry/Departure Record from Korean Immigration Office, and permanent residency

6. Apostille Approval Instructions

Overseas university graduates are required to submit the graduate certificates and transcripts notarized by either apostille or Korean embassy/consulate standard. All documents should be in Korean or English. Documents in other languages should be accompanied by notarized English translation.

- 1) Apostille convention country: Submit the graduate certificate/official transcript notarized by Apostille.
 - 2) University in other countries: Submit the graduate certificate/official transcript notarized by embassy or consulate office of Korea in the country.
 - 3) University in China: Submit the graduate certificate in English from Confucius Institute in Seoul (www.cis.or.kr), 中国高等教育学生信息网 (www.chsi.com.cn), or 教育部学位与研究生教育发展中心 (www.cdgd.edu.cn).
 - ※ As for university in China, it will take about 2 months to issue.
 - 4) University in US: Submit an accreditation certificate from Korean-American Educational Commission (T. 02-3275-4000) or Council for Higher Education Accreditation (CHEA, www.chea.org).
- Apostille Convention Country (<https://www.hcch.net/en/states/hcch-members>).

Region	Country (As of Dec 20, 2017)
Asia, Oceania (16)	Australia, Part of China(Macao, Hong Kong), Japan, Republic of Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue
Europe (52)	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Republic of Macedonia, Ukraine, Britain, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America (1)	United States of America
Latin America (30)	Argentina, Antigua and Barbuda, Mexico, Panama, Suriname, Venezuela, Bahamas, Barbados, Belize, Bolivia, Colombia, Commonwealth of Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, Saint Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile
Africa (12)	Republic of South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles, Tunisia
Middle East (4)	Oman, Israel, Bahrain, Morocco

Contact: Ministry of Foreign Affairs website (Tel. 02-2100-7600, <http://www.0404.go.kr>)
 Ministry of Justice (Tel. 02-720-8027)

7. Health Insurance Membership

From July 16, 2019, in accordance with National Health Insurance Act Article 109, all foreigners, except D-2 or D-4 holders, residing in Korea must hold the National Health Insurance Service (NHIS) membership. Yet those who entered Korea after July 16, 2019 and applied for D-2 visa should have another insurance equivalent to NHIS.

- 1) If applicants already hold the NHIS membership or another medical insurance, submit a copy of the confirmation of membership with admission application documents. If not, all international students are required to have a medical insurance within one month after their matriculation.
- 2) International students must submit a copy of confirmation of membership to the Admissions Office periodically until graduation (2 times a year, in March and in July). This will be used for the TTGU's annual report to the Ministry of Education, Korea.

8. Online Application Website (www.ttgu.ac.kr/apply)

- 1) "Online Application" instructions
 - The applicant must visit and submit the online application at the Online Application Website. Please agree to the 'Collection, Use and Provision of Personal Information' and fill out the online application form.
 - Online Application is only available during the given period for each admission.
 - The applicant should complete the online application; Applicant Information, Photo Upload, Education, Work/Experience (optional), English Score and so on.
 - The applicant must submit the printed online application with the required documents in person or by post before the deadline. The application fee should be wired to the TTGU account.
- 2) Print out "Verification Slip"
 - After completing the online application writing, submitting the documents, and paying the application fee, print out the verification slip and bring it to the entrance examination.
- 3) Applying for the English test 'STTEP'
 - General Admission applicants must apply for STTEP.
 - English program applicants must apply for STTEP and essay writing test, and pay the application fee with English and essay writing test fee.