



# **Transfer Admission Guideline for Spring 2020**

Master's Program

for National/International Applicants

**Torch Trinity Graduate University**

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(Revised on Aug 8, 2020)

## 1. The Program

Language	Degree Programs	Duration	Credits
<b>English Program</b>	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits
	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
<b>Korean Program</b>	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits
	Master of Theological Studies (MTS)	2 yrs (4 sem)	38 credits
	Master of Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 credits

※ English Programs in all degrees are conducted in English.

※ Upon the Admissions Committee's evaluation for the credit transfer, the transferred students must complete all remaining required/elective credits.

## 2. Admissions Qualifications

- National applicants can apply through Transferred Admission, and international applicants can apply through International Transferred Admission.
- **[Common Qualification] Transfer Admission** applicants must meet these qualifications as below:
  1. Confessing and mature believers who are baptized and have assurance of salvation.
  2. Bachelor's degree holders from an accredited university or equivalent as recognized by law.
  3. Qualifications for each degree program
    - A. MDiv applicants for 3<sup>rd</sup> semesters: MDiv/MTS students who have completed at least 2 semesters in a graduate school and have earned 25 or more credits
    - B. MDiv applicants for 4<sup>th</sup> semesters: MDiv students who have completed at least 3 semesters in a graduate school and have earned 38 or more credits
    - C. MA, MEd, MTS applicants: Applicants who have completed at least 2 semesters in the same department in a graduate school and earn 18 or more credits
- **International Transfer Admission** applicants must meet the above common qualifications and belong in one of the followings:
  - International applicant whose both parents have non-Korean citizenships
  - International/overseas Korean applicant with permanent residency status, who has been educated in a foreign country (elementary school to university for 16 years)
  - North Korean refugee who has a university degree recognized by the Minister of Unification.

※ Dual citizenship (Korean citizenship and another) holders must apply for Transfer Admission.

※ Those who have been dismissed as discipline at the previous graduate school cannot apply for transfer admissions.

## 3. Admission Schedule

Procedure	Schedule	Site /Note
<b>Online Application</b>	Dec 1, 2019- Jan 16, 2020	Website ( <a href="http://www.ttgu.ac.kr/apply">www.ttgu.ac.kr/apply</a> ) - Print out the application form and submit it.
<b>Application submission and fee payment</b>	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.
<b>Exam</b>	Sat, Jan 18 - English (STTEP) 8:40-11:00am - Essay Writing 11:20-11:50am (English program applicants only) - Bible Exam 1:00-2:00pm - Personal Inventory Test 2:30-4:30pm	TTGU Classroom - Register the Personal inventory test <u>on site</u> . (Test fee: 15,000 KRW)
<b>Interview</b>	Mon, Feb 3	TTGU Classroom - Interview hours are notified individually.
<b>Announcement for Result</b>	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 depending on the admission exam(s).
- Payment account: Woori Bank 1005-602-443681 (Account holder: 햇볼트리니티신학대학원)
- Pay the application fee in the applicant's name.

- **Note:**

- Missing documents or non-payment will result in disqualification of the application.
- Documents cannot be modified and application fee 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) Transfer Admission

Subject	Note
Paper Screening	- Transfer 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) - <b>English and Essay Writing are waived</b> if the applicant achieved the Bachelor's degree or higher from the US/UK/Canada/Australia/New Zealand/South Africa in English, or graduated from TTGU with 3.3 or higher GPA.
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) - <b>Applicants from theological seminary are exempted</b> 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) International Transfer Admission

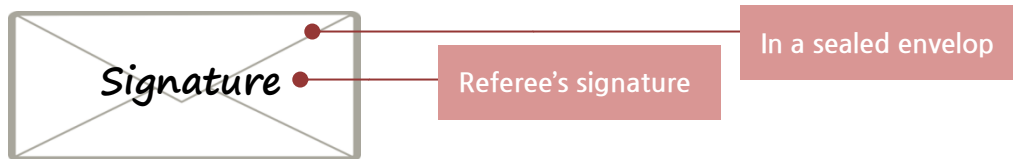
Subject	Note
Paper Screening	- International Transfer Admission applicant's documents will be screening.
TOEFL/IELTS/TEPS	1) <u>English program applicants</u> : TOEFL IBT 71/ IELTS 5.5/ TEPS 600/ New-TEPS 327 or above taken in last 2 years (after Oct. 1, 2017) is required. 2) <u>Korean program applicants</u> : TOEFL/IELTS/TEPS/New-TEPS (no minimum score) taken in last 2 years (after Oct. 1, 2017) is required. - North Korean refugees can take STTEP instead of TOEFL/IELTS/TEPS. - <b>English score submission is waived</b> if the applicant achieved the Bachelor's degree or higher from the US/UK/Canada/Australia/New Zealand/South Africa in English, or graduated from TTGU with 3.3 or higher GPA.
TOPIK	- TOPIK level 3 taken in last 2 years (after Oct. 1, 2017) is required only for the Korean program applicants. (TOPIK level 4 is required for graduation) - <b>TOPIK score submission is waived</b> if the applicant graduated in Korea in Korean language, or the applicant is North Korean refugee.
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) - Personal inventory test may be postponed only for foreign applicants living overseas.
Interview	- Interview is conducted as a group of 2-3 people. - Skype Interview is only for the foreign applicants living overseas.

- For Transfer 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](http://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](http://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.
    - Transferred student must submit transcripts from all universities previously attended.
    - For North Korean Refugee, the Confirmation of Educational Background approved by the Minister of Unification must be substituted.
  - 6) **Student certificate/dismissal certificate and official transcript of graduate school**
    - Submit "student certificate" for current student, and "dismissal certificate" with dismissal reason on it for dropout/expelled student.
    - Overseas students must submit original copies in English with the "apostille approval".
  - 7) **Certified English test score:** Transfer Admission applicants can submit TOEFL/TOEIC/IELTS/TEPS score for English test (STTEP) substitution, while international applicants must submit TOEFL/IELTS/TEPS score.
  - 8) **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.
  - 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
      - North Korean refugee: A Certificate of North Korean refugee

## 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](http://www.cis.or.kr)), 中国高等教育学生信息网 ([www.chsi.com.cn](http://www.chsi.com.cn)), or 教育部学位与研究生 教育发展中心 ([www.cdgd.edu.cn](http://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](http://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](http://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.