



Transfer Admission Guidelines Spring 2022 (Master's Program)

for Korean/International Applicants

Torch Trinity Graduate University

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(Revised on Nov. 23, 2021)

1. Qualifications for Transfer Admission

Transfer Admission applicants should meet all three of A, B and C requirements below:

A. Must be a confessing and mature believer who is baptized (or infant baptism and confirmation) and has assurance of salvation.

For MDiv, applicants must be baptized 2 years ago (before Feb. 29, 2020).

B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law.

C. Qualifications for each degree program

- MDiv applicants for 3rd semesters: MDiv/MTS students who have completed at least 2 semesters in a graduate school and have earned 25 or more credits
- MDiv applicants for 4th semesters: MDiv students who have completed at least 3 semesters in a graduate school and have earned 38 or more credits
- 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

※ If a student is expelled from the previous graduate school for disciplinary action, he/she cannot apply for the Transfer Admission.

2. Degree Available

Language	Degree Programs	Duration	Credits
English Program	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
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 Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 credits

※ The Academic Committee approves the transfer of credits from the previous graduate school, and the transfer student must complete all remaining courses in order to complete the graduation credits.

3. Admission Procedure

Procedure	Date	Venue/Note
Online Application	Dec. 1- Jan. 19	www.ttgu.ac.kr/apply
Application Deadline	By Jan. 19, 5:00pm	To the Admissions Office (Requirements' submission and application fee payment referring to the " 4. Application Guidelines " and " 5. Required Documents ")
Personal Inventory Test	Jan. 21- Jan. 23	Online individual test
Exams and Interview	Feb. 8 10:00am-5:00pm	On TTGU campus (Detailed schedule will be announced later referring to the " 6. Exams and Interview ".)

- ✓ Exams and interview are conducted on site; ONLY applicants living abroad or in self-quarantine due to covid-19 are allowed to participate in ONLINE exams and interviews.
- ✓ If there is any reason for disqualification after paper-screening, the interview will be cancelled.

4. Application Guidelines

- a. **Online Application:** Submit the online application at www.ttgu.ac.kr/apply.
- b. **Requirements Submission:** Submit the requirements (see "[5. Required Documents](#)") by mail or in person to the Admissions Office. **Arrivals after the deadline cannot be accepted.**
Address: Admissions Office, 70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea
- c. **Application Fee Payment: 85,000 KRW**
Account No: Woori bank 1005-602-443681 / Account Holder: Torch Trinity Graduate University
The admission fee must be transferred to the school account in the name of the applicant.
See <Appendix 2: SWIFT CODE> for international transfer.

5. Required Documents

<Precautions for submitting documents>

- ✓ Submit the original copies issued within 3 months. (At the request of the applicant, only documents that cannot be reissued will be returned.)
- ✓ English program applicants must submit all documents in English.
- ✓ Documents issued in foreign languages other than Korean/English (e.g., Chinese) must be translated into Korean or English, notarized, and submitted.

- A. **Printed copy of the application:** Print out the application form at www.ttgu.ac.kr/apply.
- B. **Personal Statement [school form]**
- C. **Pastoral Reference Letter [school form]:** by senior pastor or applicant's spiritual mentor
- D. **Academic Reference Letter [school form]:** by former professor or work supervisor who knows the applicant's academic aspects well
- Referees fill out the reference letter and send it by e-mail (admissions@ttgu.ac.kr) directly or mail it in a sealed and signed envelope.
 - If the referee of the English program applicant is unable to write the letter in English, it should be translated through a translator and the original and translated copy of the reference must be sent together by e-mail (admissions@ttgu.ac.kr), or mailed in a sealed and signed envelope.
- E. **Graduate Certificate(s) of Undergraduate and Graduate Degree(s)**
- F. **Official Transcript(s) of Undergraduate and Graduate Degree(s)**
- If the name of the degree, degree conferred date, and the degree registration number are specified on the transcript, graduation certificate submission is exempted.
 - Transfer students must submit their previous college/university transcripts together.
 - Overseas university graduates must submit the degree certificate referred to the <[Appendix 1: Apostille Approval Instructions](#)>.
- G. **English Score <English Program Applicants>**
- English program applicant must submit TOEFL-iBT/ IELTS/ TEPS (including TEPS-S&W) score (taken after Oct 1, 2019).
- H. **Required Documents for International Applicants**
- ① **A copy of Passport**
 - ② **A copy of alien registration card** (domestic residents only)
 - ③ **A copy of National Health Insurance Service (NHIS) membership** (domestic residents only)
 - ④ **Financial Statement [school form] and bank statement** (student-visa applicant only)
 - Submit a proof of balance of the applicant or parents of US \$20,000 or more.
 - For church/school/scholarship foundation sponsorship, submit a proof of the sponsor's representative balance of US \$20,000 or more.
 - ⑤ **English program applicant: TOEFL-iBT 71/ IELTS 5.5 / TEPS 326 (including TEPS S&W) required** (taken after Oct 1, 2019)
 - Applicants from countries where English is the official language will be exempted for English score if they have obtained a bachelor's degree or higher in English. English-speaking countries are determined by the "Country and Region" of the Foreign Ministry of the Republic of Korea (mofa.go.kr).
 - ⑥ **Korean program applicant: TOPIK level 4 required** (taken after Oct 1, 2019)
 - ⑦ **Evidence of eligibility for International Admission-** Submit only your applicable document.

- Applicants whose parents hold foreign citizenships: A copy of passport of both parents and the applicant’s birth certificate/certificate of family relations (For Chinese applicants, submit “Family Register-戶口簿”.)
- Internationals/Korean Nationals Residing Abroad: Graduation certificates and official transcripts each from throughout elementary to university. For Korean Nationals Residing Abroad, submit “재외국민등록부등본” also.
- North Korean refugees: a certificate of North Korean refugee

6. Exams and Interview

Transfer Admission (English Program)	Transfer Admission (Korean Program)
A. Personal Inventory Test	A. Personal Inventory Test
B. Interview	B. Interview
C. TOEFL-iBT/ IELTS/ TEPS (including TEPS-S&W)	C. TTGU English Test
D. Bible Exam	D. Bible Exam

- A. **Personal Inventory Test** is an online test, and applicants receive an online link by email to take the test. It takes 1~2 hours depending on individual differences. Applicants can take the test in either Korean or English, whichever is more convenient.
- B. **Interview** is conducted individually. Applicants should present a “one-minute speech” based on any topic of their choice. (E.g., current news, personal story, the book impressed, the reason choosing TTGU, what Jesus Christ means in their lives, how to do missions, what the church should be like, etc.)
- C. **For English**, English program applicants must submit one of TOEFL-iBT/ IELTS/ TEPS (including TEPS-S&W) taken in last two years. Korean program applicants should take TTGU English test, which is composed of 20 multiple-choice questions of reading comprehension.
[Exemption for English] 1) If Korean applicants achieved the bachelor’s degree or higher from a English-speaking country/institution with minimum GPA 3.0/4.0 or graduated from TTGU with 3.3 or higher GPA, English is waived
 2) If international applicants from countries where English is the official language will be exempted for English score if they have obtained a bachelor's degree or higher in English. English-speaking countries are determined by the "Country and Region" of the Foreign Ministry of the Republic of Korea (mofa.go.kr).
- D. **Bible Exam** consists of 50 multiple-choice questions of Old Testament and New Testament. Questions come from the “Bible Exam Study Guide” (published by the Bible Research Center).
[Exemption for Bible Exam] Applicants from theological seminary are exempted from the Bible exam.

7. Notice for applicants

- A. The English name and date of birth must be same as the passport.
- B. Applicants should provide a valid own email address.
- C. Admission may be canceled if the documents are found to be forged, falsified, or altered.
- D. If an applicant cancels to apply before the deadline, the application fee will be refunded excluding the remittance fee. After the deadline, the received application documents and application fee will not be returned.
- E. If an applicant has a disability and need help during the admission process, he/she should submit a copy of disability registration card and inform the Office what he/she needs help with.
- F. Applicants must bring ID card and verification slip for entrance exams and interview.
- G. If an applicant does not take any of the entrance exams or commit cheating during the exams, he/she will be disqualified.
- H. If an applicant is judged to be inadequate to become a pastor/Christian minister as a result of the interview, the applicant may be disqualified.

8. Announcement for Successful Applicants

Announcement	Date	Note
Admission Result	Feb 14, 9:00	www.ttgu.ac.kr/apply
Tuition Payment	Feb 16 – Feb 18	Individual virtual account
New Student Orientation	Feb 22, 13:00-16:00	Attendance required
First day of Spring 2022	Mar 2	-

- A. New students are not allowed to stop-out in the first semester, except for the reason of illness, military duty, or maternity.
- B. Prospective graduates should submit the final graduate certificate and official transcript before matriculation.
- C. For international students, “Certificate of Admission” for a student visa will be sent after the tuition payment is completed.
- D. International students must hold a membership of National Health Insurance Service (NHIS) during their study at TTGU.

Contact Information

Ms. Wonhee Lee, Admissions Office

E-mail: admissions@ttgu.ac.kr / Tel. +82-(0)2-570-7375

Address: 70 Baumoe-ro 31-gil, Seocho-gu, Seoul 06752

<Appendix 1: Apostille Approval Instructions>

If an applicant has obtained a degree from an overseas university, an Apostille certificate or consular confirmation must be issued and submitted to prove that the graduate certificate (or transcript) is an official document of the country.

For documents not written in Korean or English, attach a notarized Korean or English translation.

If you are applying from Korea through an agency, it will take about 2 months. Please apply in advance and be careful not to be late for the admission deadline.

1. Graduates from a university in Apostille convention country (www.hcch.net)

- Submit the graduate certificate (or official transcript) with an Apostille.
- Apostille issuance procedure
 Issuance of graduate certificate (or transcript) in the relevant country → (Notarized by notarized office in case of private documents) → Visit to Apostille issuing organization → Apply for Apostille issuance → Review by Apostille issuing agency → Issuance of Apostille
- See http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41.

2. Graduates from a university in other countries

- Submit the graduate certificate (or official transcript) confirmed by the Consular of the Korean Embassy in the country where the certificate is issued, or Foreign Embassy in Korea

3. Graduates from a university in China

- Submit the “Degree Certificate” issued by the China Academic Degrees and Graduate Education Information, <http://www.cdqdc.edu.cn>.

<Appendix 2: SWIFT CODE for International Transfer of Application Fee>

Bank Name	WOORIBANK
Bank Address	WOORIBANK, 1585, SANGAM-DONG MAPO-GU, SEOUL, KOREA
Branch Name	YANGJAENAM BR.
Branch Address	60 YANGJAE-DONG SEOCHO-GU SEOUL 06752 KOREA
Account Number	1005-602-443681
Account Holder	Torch Trinity Graduate University
SWIFT CODE	HVBKCRSEXXX