

Guidelines for the TSMS Applicants for Spring 2022 Enrollment

I. DEGREES AVAILABLE

Program	Concentration	Duration
Master of Divinity (MDiv)	-	3 years
Master of Education (MEd)	-	2 years
Master of Arts (MA)	Christian Education Christian Counseling	2 years
Master of Theology (ThM)	Old Testament New Testament Systematic Theology Church History Mission/Intercultural Studies Christian Education Interdisciplinary Theological Studies	2 years

II. APPLICANT QUALIFICATIONS

If you have questions, please contact the admissions office. Do not ask alumni because guidelines change yearly.

A. Qualifications:

1. A confessing and mature believer (who has the assurance of salvation) with two letters of recommendation from a pastor, professor, or church leader/employer.
2. A native of a strategic mission country or region (majority world, developing country, Muslim region, etc.) with a vision to plant/build the church of that country or another country of equal strategic value upon graduation. (Internationals residing in Korea cannot apply)
3. A bachelor's degree or its equivalent by an accredited institution recognized by Torch Trinity Graduate University.
4. For a ThM applicant, an MDiv or its equivalent by an accredited institution recognized by Torch Trinity Graduate University.
5. A TOEFL/IELTS score that meets Korean government standards. In case of severe difficulty in accessing the official exam sites, the applicant is advised to contact the admissions officer.

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B. Any of the following points disqualifies an applicant:

1. currently resides in Korea,
2. is married to a Korean (or Korean descent) or someone from the developed countries (i.e., USA, Canada, Europe, etc.),
3. has family in Korea,
4. has a spouse living in Korea (now or during the enrollment),

C. Due to limited housing, Torch Trinity does not offer scholarships to couples. We cannot house couples and families.

III. ADMISSION PROCEDURE & SCHEDULE

Process	Schedule	Note
Pre-application	ALL YEAR ROUND	Online Eligibility Review
Application & Requirement Submission	Fri, Sept 10, 2021	By Post
Personality Test	Sept 23~24, 2021	Online
Paper Screening	Sept 27~ Oct 1, 2021	Email notification
Interview	Oct 6~ 8, 2021	Zoom Interview
Result	Nov 3, 2021	Email notification

IV. PRE-APPLICATION

A. Applicants for TSMS must submit the ONLINE PRE-APPLICATION prior to the actual application for admission. At the online pre-application stage, applicants are asked to provide the preliminary documentation necessary to demonstrate proper educational qualifications, ministry experience, and ministry plans after his/her study at Torch Trinity. Only those who have passed the pre-application stage are eligible to submit the application form and other required documents for the TSMS admissions.

B. If you have difficulty in filling out the online forms, contact the TSMS admissions administrator by post or by email via tsms@ttgu.ac.kr.

1. Online pre-application period: All year round
2. Online pre-application input: visit www.ttgu.ac.kr → and click “TSMS Admissions Pre-application” banner
3. Pre-application input list (complete all three items below)
 - a. Personal Information
 - b. Personal Statement (spiritual and academic background)
 - c. Transcripts must be in English (upload scanned files)

V. APPLICATION

- A. Those who have passed the pre-application evaluation **MUST** submit the application form and required documents to the admissions office by the application due date by **POST** only. Forms are available on the school's website. If you have difficulty accessing the website, please contact the admissions officer to send it to you by email or by post.
- B. Dates:
1. Due Date: **Fri, Sept 10, 2021**
 2. Application package should be submitted by post to TTGU office.
- C. Forms to Download
1. Forms are available at the school website.
- D. Required Documents (documents listed below are all required without exceptions)
1. TSMS Application (use the provided form)
 2. Personal Statement (use the provided form)
 3. Two Recommendation Letters (use the provided form)
 - a. Pastor
 - b. Professor or Church Leader/Employer
 4. **Official Certificate of Graduation**
 - ♦ Must be submitted after being notarized either by Apostille standard or the Korean Embassy or Consulate.
 - ✓ Please refer to *Section G below*.
 5. **Official Transcript**
 - ♦ Must be submitted after being notarized either by Apostille standard or the Korean Embassy or Consulate.
 - ✓ Please refer to *2. Documents Verification* below.
 - ♦ Foreign transcripts, including records of all courses, examinations, grades, grading scales, and conferrals of degrees, must be in English.
 - ♦ Original TOEFL Score or IELTS substitute
Minimum Scores: TOEFL-CBT 197/ TOEFL-iBT 71/ IELTS 5.5/
New-TEPS 327 which was taken in 2 years
 - ♦ No final decision will be made without the official score: applicants are advised to send in the official score at the earliest stage of the application screening to increase their admission chances as the scholarship program is highly competitive
 7. Passport-Size Photos (3)
 8. Scholarship Application (use the provided form)
 9. Copy of your passport
- E. **Application Fee: \$55 (USD) OR 60,000 KRW**
Application fee should be paid to Torch Trinity's bank account by the last day of application submission. This includes application fee for the Online Personality Test.
- ❖ **Bank Information:**
 - ♦ **Name of Bank:** Woori Bank, **Branch Name:** Yangjaenam Br.

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- ♦ **Overseas Remittance Account Number:** 1005-602-443681
- ♦ **Bank Address:** 60 Yangae-Dong, Seocho-Gu SEOUL, Korea, Postal code: 06752
- ♦ **Account Holder:** Torch Trinity Graduate University
- ♦ **Swift Code:** HVBKCRSEXXX

* Note: the admission fee CANNOT be refunded, so please make sure to pay the exact amount. Any overpayment cannot be reimbursed.

F. Application Submission:

1. Mailing Address

TSMS Admissions Office 70 Baumero 31-gil, Seocho-gu, Seoul, Korea 06752

* Any application with incomplete document or missing information cannot be considered for evaluation. Once you submit your application package, documents therein cannot be changed or returned.

G. Accreditation Certification Approval of Overseas University

- Universities participating in the Apostille Convention: Please submit your apostilled certificate of graduation and official transcript.
※ Updated list of the participating countries (www.hcch.net/en/home)
- Universities in other countries: Please submit an approved certificate of graduation and official transcript with an overseas university accreditation letter by the local Korean Embassy/Consulate.
- Universities in the U.S.: Please submit an accreditation certificate from Korean-American Educational Commission (Tel. +82-2-3275-4000) or Council for Higher Education Accreditation (CHEA, www.chea.org)
- Universities in China: Please submit an approved certificate of graduation and official transcript 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.cdgdc.edu.cn)
 - As for university in China, it will take about two months to issue.

VI. FINALIST INTERVIEWS

A. After the paper screening process, the evaluation committee will have a zoom interview with selected applicants.

B. Dates

- Interview period: Oct 6~ 8, 2021 *Individual Schedule will be informed by email.

VII. ADMISSIONS CONFIRMATION

A. Admissions Confirmation Package & Medical Reports

1. Those who have passed the application and interview stages are asked to submit the following documents to the office by **November 17, 2021**

- ✓ Medical Report
- ✓ Notice of Intention
- ✓ Financial Statement
- ✓ Signed TSMS Covenant.

2. TSMS Deposit

This deposit is for securing the expense of return home after completion of program at TTGU. Thus, students who are admitted are to send KRW1,200,000 (approximately USD1,000.00) to school account before receiving the visa documents.

This deposit will be fully refunded to purchase an air ticket in the last semester of the program. Account for TSMS Deposit is different from the application fee payment and will be notified after the admission evaluation.

VIII. TUITION AND FEES

Full scholarship covers tuition, room and board. Individual students are responsible for all other expenses during their studies at Torch Trinity, including books, public transportation, and all their personal expenditures. Please note that personal fundraising in Korea is prohibited for the TSMS students.

IX. DORM

All TSMS recipients (including partial scholarship recipients) are required to stay in the dorm while they study in their degree programs.

X. WELL-BEING

Life away from home for several years will certainly be exciting and adventurous, but sometimes challenging, especially from having to adapt to the rigors of academic work in a different cultural setting. Torch Trinity expects that each TSMS student will not only acknowledge these realities, but also have the basic physical, emotional, and spiritual readiness to successfully finish their study in Korea. Before making the final decision to come, applicants are responsible to perform basic research on what life in Korea entails, including different weather, food, and culture.

If you have any other concerns, please contact our admissions officer during the application stage.

***Updated January 29, 2021**