

Torch Trinity Graduate University

# Admissions for Spring 2019 (PHD)

## 1. Incoming Student Quota and Degree Programs

### 1) Incoming Student Quota for PhD Programs

- 8 people (for domestic applicants, through General Admissions)
- For international applicants, TTGU select new students out of incoming student quota through International Admissions.

### 2) Degree Programs

- English Programs in all degrees are conducted in English.

Degree Programs	Area/Specialization	Duration	Program Language	
			English	Korean
Doctor of Philosophy (PhD)	Theology (Specialized in Biblical Studies, Historical/Theological Studies, Intercultural Studies, Educational Studies)	3 yrs (6 sem)	●	
	Christian Counseling	3 yrs (6 sem)		●

## 2. Admissions Type and Admissions Qualifications

Degree	Type	Qualifications
Doctorate Programs	General Admissions	<p><b>Common qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree holders or equivalent as recognized by law</li> <li>2. A confessing and mature believers who were baptized and have the assurance of salvation</li> <li>3. PhD Qualifications:                             <ol style="list-style-type: none"> <li>A. For Theology Applicants                                     <ul style="list-style-type: none"> <li>• An MDiv degree holder (or master's degree in related studies) with a minimum GPA of 3.3/4.0 (B+), or equivalent as recognized by law</li> <li>• An applicant specialized in Intercultural Studies must have minimum 3 years of intercultural ministry experience</li> <li>• Prerequisites will be required for deficiencies in related coursework</li> </ul> </li> <li>B. For Christian Counseling Applicants (Korean program)                                     <ul style="list-style-type: none"> <li>• An MA degree holder in related studies</li> </ul> </li> </ol> </li> </ol>
	International Admissions	<p><b>Applicants who meet the common qualifications and one of these following qualifications:</b></p> <ol style="list-style-type: none"> <li>1. International applicants whose both parents have non-Korean citizenships</li> <li>2. Internationals/overseas Koreans with permanent residency who was educated from elementary school to university for 16 years in a foreign country</li> <li>3. North Korean refugees who have a university degree recognized by the Minister of Unification</li> </ol> <p>※ Dual citizenship (Korean citizenship and another) holders and Internationals/Overseas Koreans who do not meet the qualifications for International Admissions must apply for General/Special Admissions.</p>

### 3. Procedures and Schedule

#### 1) Entrance Exams of Admission Type

Degree	Admission Type	Entrance Exams				
		Paper screening	Personal inventory test	English test (see Note 1)		Interview
				English (STTEP)	Essay writing	
Doctorate Programs	General Admissions	●	●	● (see Note 2)	● (see Note 3)	●
	International Admissions	●	●	● (see Note 4)	-	●

#### [Note 1] English test

- **General Admissions applicants** must apply for the STTEP (Standard Test of Theological English Proficiency) with separate application fee.
- **International Admissions applicants** must refer to the [Note. 4] below.

#### [Note 2] Substitution/Exemption for English test

- For **General Admissions applicants**, a certified English test score (minimum score of TOEFL-iBT 71, TEPS 600, New-TEPS 327 or TOEIC 755) which was taken within 2 years **can substitute the STTEP**.

#### General Admissions' Applicants who meet at least one of the following qualifications are exempted for English & Essay writing.

- Holding a master's or higher degree in an English speaking country such as USA, Canada, United Kingdom, Australia, New Zealand, and South Africa
- TTGU graduates in English program who achieved 3.3/4.0 or higher GPA, and recommended by TTGU faculty
- Applicants who are involved in teaching ministry in English in the mission field (\*applicants must submit CV, and English oral test may be taken during interview.)

#### [Note 3] Essay writing

- General Admissions applicant **who is applying for English program must take the essay writing test also**. Although the applicant is exempted for the STTEP, the essay writing test is mandatory.
- General Admissions applicant who is applying for **Korean program is exempted for the essay writing test**.

#### [Note 4] International Applicants' English Test Score Submission & Substitution

- International/Overseas Korean applicant **who is applying for International Admissions in English program must submit** a certified English test score (minimum score of TOEFL PBT 530/CBT 197/iBT 71, IELTS 5.5, TEPS 600, New-TEPS 327) which was taken within 2 years.
- International/Overseas Korean applicant **who is applying for International Admissions in Korean program must submit** a certified English test (TOEFL, IELTS, TEPS) and TOPIK score (minimum level-3, required to achieve level-4 before graduation) which were taken within 2 years.
- **North Korean refugee applicant** must submit a certified English test (TOEFL, IELTS, TEPS) score or apply for the STTEP with separate application fee.
- International Admissions applicants who meet one of the following qualifications are **exempted for the submission of the certified English proficiency test score**.
  - Achieving a bachelor's or higher degree in an English speaking country such as USA, Canada, United Kingdom, Australia, New Zealand, and South Africa
  - TTGU graduates in English programs who achieved 3.0/4.0 or higher GPA

## 2) Entrance Exams Procedures

Exams	Procedures
<b>Paper screening</b>	<ul style="list-style-type: none"> <li>Paper screening of application document package</li> </ul>
<b>Personal inventory test</b>	<ul style="list-style-type: none"> <li>Test fee: KRW15,000 (register on the spot, cash only) ※ Take this test one time only.</li> <li>Registration: from 30 minutes before the start of the test</li> <li>OMR pen, and ID card should be present on the test day</li> </ul>
<b>English test</b>	<ul style="list-style-type: none"> <li>Test fee: STTEP KRW30,000 / Essay Writing KRW7,000 ※ Essay Writing test is required only for applicants of General Admission in English programs</li> <li>Payment: wire the fee in the applicant's name to TTGU account Account No. Woori Bank 1005-602-443681 /Account Holder: 햇볼트리니티신학대학원</li> <li>STTEP receipt, pen, OMR pen, and ID card should be present on the test day</li> </ul>
<b>Interview</b>	<ul style="list-style-type: none"> <li>Interview is conducted in the language of program chosen by applicants</li> </ul>

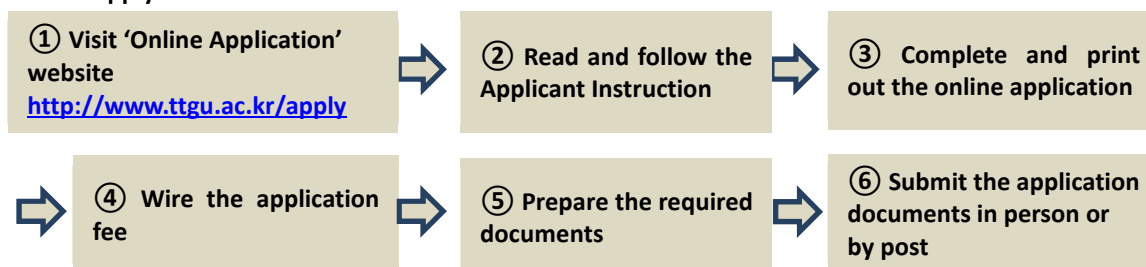
## 3) Schedule

Applications & Exams	Schedule	
	General Admissions (PhD)	International Admissions (PhD)
<b>Online application</b>	Oct 1-24, by 6:00pm	Oct 1-24, by 6:00pm
<b>Required documents submission</b>	Oct 22-24, by 6:00pm	Oct 22-24, by 6:00pm
<b>Application fee payment</b>	Oct 22-24	Oct 22-24
<b>English test (STTEP)</b>	Sat Oct 27, 9:00-11:00am ※ Seated until 8:30am, Rm. 203	N/A (North Korean refugee applicant who is applying for English test (STTEP) has to follow the General Admissions schedule.)
<b>Essay writing test</b>	Sat Oct 27, 11:20am-12:00am ※ Seated until 11:10am, Rm. 203	
<b>Personal inventory test</b>	Sat Oct 27, 1:00-3:00pm ※ Seated until 12:50pm, Rm. 203	Sat Oct 27, 1:00-3:00pm ※ Seated until 12:50pm, Rm. 203
<b>Interview</b>	Mon Nov 12, 10:00am-4:00pm	Mon Nov 12, 10:00am-4:00pm
<b>Final result</b>	Wed Nov 21, 3:00pm	Wed Nov 21, 3:00pm
<b>Tuition payment</b>	(Deposit payment: Dec 6-13) Fri Jan 4- Thu Jan 10	(Deposit payment: Dec 6-13) Fri Jan 4- Thu Jan 10



## 4. Applications

### 1) How to apply



① **Online Application:** Complete the online application at [www.ttgu.ac.kr/apply](http://www.ttgu.ac.kr/apply) , then print out and submit your online application with other documents.

② **Required Documents Submission:**

- In Person – to Admissions Office by 6pm on the last day of application
- By Post – Must be received no later than a day after deadline  
Admissions Office, Torch Trinity Graduate University, 70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea

③ **Application Fee Payment:**

- Doctorate – KRW90,000 (Please wire the fee in the applicant's name.)
- Account – Woori Bank 1005-602-443681(Account Holder: Torch Trinity Graduate University)

④ **Final Result Announcement:** Please check at the Online Application Website.

### 2) Applicant Instructions

- ① No change or modification of the application documents are allowed after submission. The application fee paid is not refundable.
- ② Application will be completed when all the required documents are submitted by the given period.
- ③ The applicant who misses any of entrance exams is not qualified for an interview. The Admissions Committee can fail an applicant according to the result of the interview and Personal Inventory Test.
- ④ Any false entry found on the application will result in an application cancelation.
- ⑤ Online application input and output is optimized for Google Chrome. Please undergo the process on Chrome, not Internet Explorer.
- ⑥ Forms can be downloaded at the TTGU website or the Online Application website.
- ⑦ Applicants should complete the application in the same language of their chosen program.

## 5. List of Required Documents

●-Required, ○-Optional, ★-International/Overseas Korean/North Korean Refugees

No.	Document	Required Document List	
		General Admissions	International Admissions
1	Admission application	●	●
2	Personal statements	●	●
3	Three reference letters (1 senior pastor & 2 former professors)	●	●
4	Certificates of Graduation (bachelor & master degree)	●	●
5	Official transcripts (bachelor & master degree)	●	●

6	PhD Research Proposal	●	●
7	Documents for Each Specialization	●	●
8	Certified English test score	○	★
9	TOPIK score	★	★
10	Financial statement with bank statement	★	★
11	Int'l/Overseas Korean/North Korean Refugees' document	★	★

- ① **Admission application:** Color print after completing at the Online Application Website (www.ttgu.ac.kr/apply)
- ② **Personal statements (using school form)**
- ③ **Three reference letters (using school form) in sealed & signed envelopes by senior pastor and two former professors**
  - The applicant is not allowed to either write or read the reference letter, and it must be written and sealed in the envelope by the referee.
  - Family member/relative cannot write reference letter, so the referee should be substituted.
  - If the referee is substituted, write a reason for substituting at the application form (see page 8).
- ④/⑤ **Certificates of graduation (or Expected graduation certificate) and official transcripts of bachelor & master degree: An original copy in Korean (but, applicants in English programs must submit the transcript in English as well)**
  - Graduates from Korean institutions: submit a graduation certificate (required for a degree registration number) and transcript (a percentage score required)
  - Transferred students must submit official transcript(s) from all universities they previously attended.
  - ThM applicants should also submit MDiv graduation certificate and official transcript as well.
  - Graduates from outside Korea must submit these documents in English with the accreditation certification approval (see page 7).
  - For North Korean Refugees, the Confirmation of Educational Background approved by the Minister of Unification is substituted.
- ⑥ **PhD Research Proposal**
  - Including tentative title of dissertation, documentation as necessary (e.g. footnote or endnote in case of quoting from any source), and bibliography.
  - PhD research proposal is almost like a provisional introduction of potential dissertation work that includes methodology of research and brief outline.
- ⑦ **Documents for Each Specialization**
  - For 'Theology' applicants: a copy of thesis (if available), or research paper written in English from master's level study
  - For 'Intercultural Studies' applicants: Certificate of Ministry (minimum 3 years)
  - For 'Christian Counseling' applicants: a copy of thesis (if available), and Clinical Certificate
- ⑧ **Official English Test Score:** A certified English test score (minimum score of TOEFL-iBT 71, TEPS 600 or TOEIC 755) which was taken within 2 years can substitute STTEP. TOEFL-iBT/TEPS/TOEIC score will be converted into STTEP score according to the TTGU conversion table.
  - For domestic applicants, refer to the '[Note 2] Substitution/Exemption for English test' (see page 2).
  - For international/Overseas Korean/North Korean refugees applicants, refer to the '[Note 4] International Applicants' English Test Score Submission & Substitution' (see page 2).
- ⑨ **Korean Test Score (TOPIK):** A minimum TOPIK level 3 (TOPIK level 4 is required for graduation), only required for international/Overseas Korean applicants who apply for Korean programs
- ⑩ **Financial Statement (using school form) with Bank Statement:** only for international applicants who're applying for student visa (D-2), Bank statement should be issued within one month, and the required balance is USD 20,000.
- ⑪ **International/Overseas Korean/North Korean Refugees' document:**
  - A. International applicants whose parents also hold non-Korean citizenships: a copy of passport, alien registration card copy(only for alien registration card holder)
  - B. Overseas Koreans: a copy of passport, Certificate of Entry/Departure Record from Korean Immigration Office, and a copy of permanent residency
  - C. North Korean refugees: Certificate of North Korean refugees

## Questions about Degree Programs & Qualifications

**I was born in Korea, and went to America during my Junior high school. Now I am a U.S. citizen. Am I eligible to apply for the International Admission?**

No, you are not eligible for the International Admission. Even though applicants hold a foreign nationality, if one of their parents has a Korean nationality or if applicants were not educated for total 16 years, from elementary school to university in a foreign country, applicants must apply for the General or Special Admission. This also applies to dual citizenship holders who have both Korean and foreign citizenship.

**I am a TTGU graduate of a Korean program. I would like to apply for PhD in English program. Am I eligible for English score substitution since I am a TTGU graduate?**

No, TTGU graduates in Korean programs are not exempted to submit English score for PhD admission in English programs. Please submit a certified English test score or take the STTEP test.

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## Questions about Admission Procedures & Required Documents

**I am trying to get a reference letter. However, it has been a long time since I graduated and it is difficult to get it from my supervisor (professor). Is there any other way?**

PhD applicants should submit former professor/advisor's reference letter. If you have any unavoidable circumstances, please submit reference letter from another professor who has directed the applicant's study.

**I graduated from a college abroad. Do I have to submit the accreditation certification approval? Can I just submit the original official transcript and certificate of graduation?**

If you have graduated from a foreign university, it is required to submit the accreditation certification approval when applying for all universities in Korea. You must go through the process of certifying the graduation certificate and transcript with Apostille or Embassy notarization. For more information, please refer to Applicant Instructions on page 8.

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**I would like to apply for English program, but I have no one to write my reference letter in English. How do I do this?**

If a referee cannot write a reference letter in English, the applicant must contact a third person who can translate the letter. At that time, the applicant should send the reference letter to the translator in a sealed envelope. When translation is completed, the translator must seal the envelope enclosed both the original reference letter and the envelope, and the translated copy. Applicants are not allowed to see the reference letters and translations.

**I am a foreigner who wants to apply for International Admission. I need to submit the English test score, yet I do not have. Then can I take the STTEP test instead of the TOEFL or TEPS?**

No, STTEP is only for applicants applying for General Admission and North Korean refugees applying for International Admission. Applicants who have graduated from a college in an English-speaking country or TTGU graduates who have a GPA of 3.0 or higher will be exempted from taking the English test. If you are not eligible for any of the above, you must submit a TOEFL, IELTS, or TEPS score.

## 6. Applicant Instructions (Accreditation Certification Approval, Online Application, Reference Letter)

### ■ Accreditation Certification Approval of Overseas University

#### – Consulate Verification / Apostille Authentication

- 1) Applicants who graduated from universities abroad are required to submit the diploma(s) & transcript(s) that are notarized by either Apostille standards or the Korean embassy/consulate.
- 2) Guideline of Submission for Accreditation Certification Approval of Overseas University: All documents should be in Korean or English. Documents in other languages should be accompanied by a notarized Korean or English translations.
  - A. **Apostille Convention Country:** Submit the diploma(s) & transcript(s) notarized by Apostille.
  - B. **Universities in Other Countries:** Submit the diploma(s) & transcript(s) notarized by embassy or consulate office of Korea in the country.
  - C. **Universities in China:** Submit an approved certificate(s) of graduation and official transcript(s) 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 universities in China, it will take about 2 months to issue.
  - D. **Universities in U.S.:** Submit an accreditation certificate from Korean-American Educational Commission (Tel. +82-2-3275-4000) or Council for Higher Education Accreditation (CHEA, [www.chea.org](http://www.chea.org)).
- 3) Apostille Convention Country  
**Apostille:** Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.  
 ※ For more and updated information regarding how to get Apostille, please refer to the website for current updated info hcch.net (<https://www.hcch.net/en/states/hcch-members>).

Region	Country
<b>Asia, Oceania (16)</b>	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
<b>Europe (52)</b>	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
<b>North America (1)</b>	United States of America
<b>Latin America (30)</b>	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
<b>Africa (12)</b>	Republic of South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles, Tunisia
<b>Middle East (4)</b>	Oman, Israel, Bahrain, Morocco

(As of Dec 20, 2017)

- 4) Contact: Ministry of Foreign Affairs website (<http://www.0404.go.kr>)→영사 서비스/비자→영사서비스 메뉴  
 Ministry of Foreign Affairs- Apostille Desk 02-2100-7600, Ministry of Justice- Apostille Desk 02-720-8027



■ **TTGU Online Application** ([www.ttgu.ac.kr/apply](http://www.ttgu.ac.kr/apply))



**1. Applicants have to submit the “Online Application”**

- Applicants need to visit and submit the online application at the Online Application Website, <http://www.ttgu.ac.kr/apply>. Online Application is only available during the given period for each admission.
- Applicants should complete the online application; Applicant Information, Photo Upload, Education, Work/Experience (optional), English Score and so on.
- Applicants have to submit the printed online application with the required documents in person or by post before the deadline. The application fee should be wired to TTGU account.

**2. Print out “Photograph Identification”**

- “Evaluation Number” will be given to each applicant after the application process is completed.
- Applicants should print out the “Photograph Identification,” and bring it for the Bible Exam/Interview.

**3. Applying for English test ‘STTEP’**

- Applicants need to apply for STTEP separate from “online application”.
- When applicants submit the required documents, it is required to apply for STTEP and writing essay test. Applicants are asked to sign-in for English test and pay(wire) the fee.
- On the STTEP test day, applicants have to bring ‘STTEP receipt’.

■ **How to Get Reference Letters**

● **Reference letters may be given by alternate persons for the following reasons only:**

**1. If it is not possible to get a reference letter from the Senior Pastor**

If an applicant, or one of family members or relatives is the Senior Pastor of a church, or the applicant has recently moved to a church, a reference letter from an assistant pastor of the church, or another pastor who knows well of the applicant’s life and spiritual state is acceptable.

**2. If it is not possible to get a reference letter from the former professor**

PhD applicants have to submit professors’ references. In the case the academic advisor or professor is unavailable, a reference letter from a professor, a teacher who knows well of the academic capability of the applicant is acceptable.

**In the above cases, applicants must indicate the reason for the change of reference on the application form.**

● **If the referee cannot write a reference letter in English, it should be translated by a third person**

It is strongly advised that English program applicants submit reference letters in English. But if a referee cannot write a reference letter in English, the applicant must request translation of the reference letter to a third person. The original reference letter must be sealed and delivered to the translator, and the translator must seal the envelope enclosed both the original letter and the envelope, and the translated copy. The translator’s signature must appear across the sealed envelope.

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