



# **Special Admission Guidelines**

## **Spring 2021 (Master's Program)**

for Korean Applicants

**Torch Trinity Graduate University**

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

Tel. 02-570-7375

Fax 02-570-7379

e-mail [admissions@ttgu.ac.kr](mailto:admissions@ttgu.ac.kr)

[www.ttgu.ac.kr](http://www.ttgu.ac.kr)

(Revised on Oct. 6, 2020)

## 1. Qualifications for Special Admission

**Special 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, it must be two years after baptism or confirmation (before Nov. 1, 2018); for ThM, five years after baptism or confirmation (before Nov. 1, 2015)
- B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law. For ThM, must hold an MDiv degree or equivalent as recognized by law in addition to a bachelor's degree.
- C. Must be one of the followings:
- Full-time missionary served for 5 years or more
  - 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)
  - Doctoral degree holder (honorary doctorates and non-academic degrees are not eligible.)
  - A person who has worked five years or more in the professional fields recognized by TTGU and has a calling in Christian ministry (medical professional, legal professional, public official grade-3 or higher, executive officer, university professor, Representatives or deputy representatives of missionary organization/Christian institution/NGO organization, school principal or vice-principal, soldier lieutenant colonel or higher)

\* If a foreign applicant does not meet the requirements of the International Admission or has dual citizenship (Korea and foreign nationals), he/she shall apply for the Special Admission or General Admission.

## 2. Degree Available

Language	Degree Programs	Duration	Credits	Quota
English Program	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits	Select Total <u>130</u> students for <u>master's</u> <u>programs</u> through General & Special Admissions.
	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, Christian Education, Mission & Intercultural Studies	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 Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 credits
	Master of Theology (ThM) in Evangelical Christian Spirituality	2 yrs (4 sem)	29 credits

### 3. Admission Procedure (Schedule is subject to change according to the COVID-19 situation.)

Online Application & Application Fee Payment	Documents Submission	Personal Inventory Test	Interview
Sep. 1 - Oct. 19	Oct. 14-21	Oct. 24	Nov. 6-7

#### A. Online Application & Application Fee Payment: Sep. 1- Oct. 19, 2020

- Fill out and submit the application form at TTGU online application website.
- The application fee must be added up and transferred by the applicant's name to school account.  
Application Fee- 70,000 KRW  
Personal Inventory Test Fee- 15,000 KRW (See 3-C) \*Pay 25,000 KRW for individual test
- School Account: Woori bank 1005-602-443681 (Account Holder: 햇볼트리니티신학대학원)

#### B. Documents Submission: Oct. 14-21, 2020

- Mail your printed application form along with other required documents in hard copy to the Admissions Office. All the required application documents must arrive by Oct. 21, 2020.
- Mailing address : Admissions Office, Torch Trinity Graduate University  
70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea (Tel. +82-(0)2-570-7375)
- If there is any document missing or incomplete, the application will be cancelled. (See 4-A~H)
- School form download is available from the website after Sep. 1, 2020.

#### C. Personal Inventory Test: Oct. 24, 2020 (10:00am-12:00pm), \*Place will be announced.

- It takes 1 to 2 hours depending on individual differences.
- Applicants can choose the language of the test between Korean and English.
- You can take an individual test at the Counseling Center with an additional fee.  
Individual test period: Oct. 14-23, 2020 / Test fee: 25,000 KRW / Contact: (02)-570-7115

- D. **Interview: Nov. 6-7, 2020** \*Time/place will be notified individually after application.
- 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.)
  - Interview will be conducted in English for the English programs and in Korean for the Korean programs.
- E. Notification of the Admissions
- Notification date: Nov. 13, 2020**  
Please check the admission result at TTGU online application website, [www.ttgu.ac.kr/apply](http://www.ttgu.ac.kr/apply).
  - Deposit payment: Nov. 23-26, 2020
  - Tuition balance payment: Jan. 11-14, 2021
  - New Student Orientation: Required to attend once (schedule may change)  
[1<sup>st</sup> Orientation] Jan. 26, 2021, 1:00-4:00pm, [2<sup>nd</sup> Orientation] Feb. 23, 2021, 1:00-4:00pm
  - First day of Spring semester: Mar. 2, 2021

#### 4. Required Documents

- All the application documents should be submitted in an original hard copy which issued within the last 3 months.
  - A document written in other than English or Korean should be submitted along with a notarized English translation.
  - Please download "school form" at TTGU website and fill it out either in English or Korean according to each respective program.  
([http://www.ttgu.ac.kr/index.php?mid=ttgu\\_app\\_info\\_download](http://www.ttgu.ac.kr/index.php?mid=ttgu_app_info_download))
- A. **Admission Application:** Print out the application form after online submission at TTGU online application website, [www.ttgu.ac.kr/apply](http://www.ttgu.ac.kr/apply).
- Upload a photo in color taken within the last 3 months in size of 450 width x 550 length pixel. As this photo will be used for student ID card, do not use a picture of low resolution, black and white, side of face, or snapshots.
- B. **Personal Statement:** Use the “school form” revised on Oct 6, 2020.
- C. **Certificate of Baptism and Church Membership:** The certificate should be issued from the church you are attending. (If it is not possible to issue a certificate, submit a letter of explanation.)
- If the church you got baptized and the church attending are different, submit the certificate of church attendance and the baptism certificate (or infant baptism and confirmation certificate).

**D. Two Reference Letters, each from Senior Pastor and Professor:** Use the “school form.”

The referee fills out the ‘Reference Letter’ form and sends it by e-mail (admissions@ttgu.ac.kr), or puts the printed copy in an envelope and seals it, and then sends it directly by post.

<Caution> Applicants should not view the contents of the reference letter under any circumstances, and unsealed reference letters are not accepted.

- ① For the **reference letter from Senior pastor**: Submit a reference letter of the Senior pastor or associate pastor/youth pastor of the church currently attending. (If the Senior pastor is oneself or one of family members, get a reference letter from another pastor.)
  - ② For the **reference letter from professor**: Submit a reference letter from the former professor or advisor/leader/supervisor/Bible study leader who knows your academic aspects well. (If the professor is one of family members, get a reference letter from another referee.)
- If the referee is other than your senior pastor or professor, explain the reason on your online application form.
  - 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 email or mail.

**E. Graduate Certificate and Official Transcript**

- These documents should be submitted either in English or Korean according to each respective program, while the documents from a university abroad should be in English.
- All applicants must submit the graduate certificate and the official transcript of bachelor’s degree.
- ThM applicants must submit the graduate certificate and official transcript of MDiv degree in addition to the bachelor’s degree. It is optional, for other program applicants to submit the graduate certificates and/or official transcripts of master’s and/or doctorate.
- Applicants who has transferred university must submit the official transcripts from all universities previously attended.
- Applicants who are expected to graduate must submit the “Certificate of Expected Graduation,” and must submit the graduation certificate and the final official transcript before entering TTGU.
- A GPA and a percentage score should be indicated on the transcript; If there is no percentage score, it will be converted according to the TTGU criteria.
- For North Korean Refugees, the graduate certificate can be substituted by the “Confirmation of Education” issued by the Ministry of Unification.

The graduate certificates or official transcripts of universities abroad should be acquired either an Apostille or notarization from Korean Embassy/Consulate. The applicants graduated from universities abroad must submit the documents within two weeks after the announcement of acceptance. Please refer to Appendix for full information. (See Appendix: Apostille Approval Instructions.)

- F. **School Records Release Request:** Only for the graduates from overseas universities, use the “school form”.
- G. **Special Admission Qualification Documents** (Submit applicable documents only):
- ① Full-time missionary: Certificate and verification of missionary that contains sending body, country, ministry language, and the duration of ministry (minimum 5 years)
  - ②③④ Bachelor or higher degree in English, TTGU graduate, Doctoral degree holder: Official Transcript and Degree Certificate- overseas graduates should submit it with apostille approval
  - ⑤ Professional recognized by TTGU: Certificate of employment, Certificate of career (minimum 5 years) , A copy of professional license
- If an applicant under ① and ⑤ applies for English program without having served in English, he or she submits an English score.
- H. **Required Documents for Foreign Applicants** (Korean applicants don't submit these documents below)
- ① **Photocopy of Passport:** A copy of an Alien Registration Card is also required for residents in Korea.
  - ② **Health Insurance Certificate:** A copy of National Health Insurance Service (NHIS) membership or another medical insurance equivalent to the NHIS
    - Applicants residing abroad can submit the certificate after entry.
  - ③ **Financial Statement:** Only for the student visa applicant
    - A bank statement of the applicant/applicant's parents which has a minimum balance of US\$20,000, issued within the past three months.
    - Or the “Financial Statement (school from)” from the church/denomination/institution/ scholarship foundation along with a certificate of employment and bank statement of sponsor.
  - ④ **Language Proficiency Approval Documents**
    - **English program applicant:** TOEFL iBT 71/IELTS 5.5/TEPS 327 or higher which is taken after Oct. 1, 2018 is required. (foreign applicants cannot submit TOEIC.)
    - **Korean program applicant:** the official score of TOPIK level 4 which is taken after Oct. 1, 2018 is required.
    - Applicants from countries where English is the official language will be exempted from submitting TOEFL/IELTS/TEPS scores if they have obtained a bachelor's or higher degree in English locally.
      - \* Countries that use English as their official language are determined according to “Countries & Regions” of the Ministry of Foreign Affairs of the Republic of Korea (mofa.go.kr).

**<Notice for applicants>**

1. All the required application documents must arrive by Oct. 21, 2020. Please be advised that it normally takes more than a month to prepare all the required documents, so early preparation is encouraged.
2. The English name and date of birth must be same as the passport.
3. Applicants should provide a valid own email address, since important notices will be conveyed via email.
4. Except for the documents that cannot be reissued, all the documents and application fee are not returned.
5. Admission may be canceled if the documents are found to be forged, falsified, or altered.
6. If an applicant does not take any of the entrance exams or commit cheating during the exam, he/she will be disqualified.
7. If an applicant decides to renounce admission, he/she must submit the “Application of Admission Abandonment” by the last office day before the semester begins, and the tuition and the entrance fee will be refund in full.
8. After admission, new students are not allowed to stop-out in the first semester, except for the reason of illness, military duty, or maternity.
9. International students must hold a membership of National Health Insurance Service (NHIS) during their study at TTGU.

**5. Tuition (as of 2020)** \*Tuition fees for 2021 will be announced in January 2021.

Program	Entrance fee	Tuition	Total
MDiv, MTS	800,000 KRW	3,426,000 KRW	4,226,000 KRW
MA, MEd, ThM	830,000 KRW	3,585,000 KRW	4,415,000 KRW
Practicum Fee*		500,000 KRW	

\* The entrance fee is only for the first semester.

\*The practicum fee is only for Christian Counseling students when taking “Clinical Observation,” “Practicum,” or “Supervision” classes.

## 6. Scholarship Information

- A. Special Admission applicants cannot apply for the new student scholarship and must pay the full tuition in the first semester.
- B. Scholarship available (from the second semester)
- ① Internal Scholarship: Homepage ([www.ttgu.ac.kr](http://www.ttgu.ac.kr)) > Academics > Academic Policy > Scholarship > Internal Scholarship (→ [link](#))  
Academic scholarship, financial aid scholarship, and work-based scholarship are paid between 1 million won and 2.4 million won depending on the type of scholarship.
  - ② External Scholarship: Homepage ([www.ttgu.ac.kr](http://www.ttgu.ac.kr)) > Academics > Academic Policy > Scholarship > External Scholarship (→ [link](#))  
Financial supports (250,000 KRW to the full tuition) are awarded depending of the type of scholarship.

## 7. Dormitory (as of 2020) \*Dormitory fees for 2021 will be announced in January 2021.

- A. Dormitory information: Homepage ([www.ttgu.ac.kr](http://www.ttgu.ac.kr))>About TTGU>Campus>Dormitory (→[link](#))
- B. Dormitory application: in January 2021, TBA
- C. Dormitory fee (\*not including meals)

Dormitory	Room Arrangement	Semester	Vacation
Yangjae	Twin bedroom	900,000 KRW	570,000 KRW
Kiheung	Suite with 4 Bedrooms (2-3 People Share a Room)	150,000 KRW	150,000 KRW

\* Yangjae Dormitory preferentially selects students who commute from a distance.

\* The Kiheung dormitory is operated only when 4 or more students apply.

## 8. Contact Information

Ms. Wonhee Lee, Admissions Office

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



### <Appendix: Apostille Approval Instructions>

The graduate certificates and official transcripts of universities abroad should be acquired either an Apostille or notarization from Korean Embassy/Consulate. The applicants graduated from universities abroad must submit the documents within 2 weeks after the announcement of acceptance. All the documents should be in Korean or English, and a notarized English translation should be also submitted for the documents written in other languages.

1. Graduates from a university in Apostille convention country:
  - Submit the graduate certificate or official transcript with an Apostille.
  - Apostille Convention Countries:  
<http://www.hcch.net/en/states/hcch-members>
  - Designated Competent Authority(ies):  
[http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)

#### The list of countries for Apostille certificates

Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belgium, Belize, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Bulgaria, Burundi, Cabo Verde, Chile, China, People's Republic of, Colombia, Cook Islands, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominica, Dominican Republic, Ecuador, El Salvador, Estonia, Eswatini (formerly Swaziland), Fiji, Finland, France, Georgia, Germany, Greece, Grenada, Guatemala, Guyana, Honduras, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Kazakhstan, Korea, Republic of, Kosovo, Kyrgyzstan, Latvia, Lesotho, Liberia, Liechtenstein, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Monaco, Mongolia, Montenegro, Morocco, Namibia, Netherlands, New Zealand, Nicaragua, Niue, Norway, Oman, Palau, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Republic of Moldova, Republic of North Macedonia, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Serbia, Seychelles, Slovakia, Slovenia, South Africa, Spain, Suriname, Sweden, Switzerland, Tajikistan, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine, United Kingdom of Great Britain and Northern Ireland, United States of America, Uruguay, Uzbekistan, Vanuatu, Venezuela

2. Graduates from a university in other countries:
  - Submit the graduate certificate or official transcript with either the notarization or the authentication document from Korean Embassy or Consulate in the country where the certificate is issued.
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>.