

Torch Trinity Graduate University  
**Admissions for Spring 2019**  
*(Master's Program)*

**-January Admissions-**



## 1. Incoming Student Quota and Degree Programs

### 1) Degree Programs

• English Programs in all degrees are conducted in English.

Degree Programs	Area/Specialization	Duration	Program Language	
			English	Korean
Master of Divinity(MDiv)	-	3 yrs (6 sem)	●	●
Master of Arts(MA)	Christian Education	2 yrs (4 sem)	●	
	Christian Counseling	2 yrs (4 sem)	●	●
Master of Education(MEd)	-	2 yrs (4 sem)	●	
Master of Theological Studies(MTS)	-	2 yrs (4 sem)	●	●
Master of Theology(ThM)	Old Testament, New Testament, Church History, Systematic Theology, Practical Theology, Mission & Intercultural Studies, Christian Education	2 yrs (4 sem)	●	
	Evangelical Christian Spirituality	2 yrs (4 sem)		●

## 2. Admissions Type and Admissions Qualifications

Degree	Type	Qualifications
Master's Programs	General Admissions	<p><b>Common qualifications:</b></p> <ol style="list-style-type: none"> <li>Bachelor's degree holders or equivalent as recognized by law *For ThM, MDiv degree holders with a bachelor's degree, or equivalent as recognized by law</li> <li>A confessing and mature believers who were baptized and have the assurance of salvation</li> </ol>
	Special Admissions	<p><b>Applicants who meet the common qualifications and one of these following qualifications:</b></p> <ol style="list-style-type: none"> <li>Full-time missionaries to a foreign country sent by a church, mission organization, or denomination, and served for 6 years or more</li> <li>Bachelor or higher degree holders from an English-speaking country/institution with a minimum GPA of 3.0/4.0 (English program applicants only)</li> <li>Doctoral degree holders (honorary doctorates and non-academic degrees are not qualified)</li> <li>TTGU graduates with 3.3 or higher GPA (graduates from a Korean Program are not eligible for English program through Special Admissions)</li> <li>Public figures with expertise who are also currently in Christian ministry: President/vice president of domestic/international Christian institution/ministry, governmental institution, or an international organization, graduate of TTGU Christian CEO program, entrepreneur, journalist, certified professional such as medical doctor, legal profession, educational expert, and etc. who is currently active</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>International applicants whose both parents have non-Korean citizenships</li> <li>Internationals/overseas Koreans with permanent residency who was educated from elementary school to university for 16 years in a foreign country</li> <li>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)		Bible exam	Interview
				English (STTEP)	Essay writing		
Master's Programs	General Admissions	●	●	● (see Note 2)	● (see Note 3)	● (see Note 5)	●
	Special Admissions	●	●	-	-	-	●
	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. (<http://sttep.ttgu.ac.kr>)
- **Special Admissions applicants** are exempted for the English test.
- **International Admissions applicants** must refer to the [Note. 4] below.

#### [Note 2] Substitution for STTEP 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**.

#### [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

#### [Note 5] ThM applicants through General Admissions are exempted for Bible exam.

**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 20 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>Bible exam</b>	<ul style="list-style-type: none"> <li>Bring the Application verification slip, ID card, and OMR pen on the exam day</li> <li>Exam is conducted in the language of program chosen by applicants</li> <li>ThM applicants are exempted for Bible exam.</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>

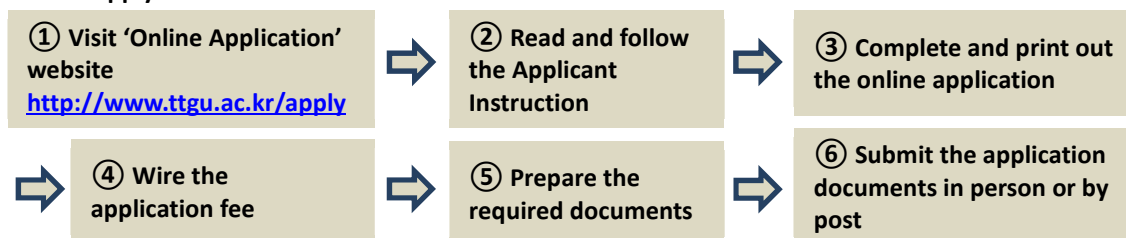
**3) Schedule**

Applications & Exams	Schedule		
	General Admissions	Special Admissions	International Admissions
<b>Online application</b>	Dec 10 – Jan 11, by 5:00pm		
<b>Required documents submission &amp; Application fee payment</b>	Jan 9 – Jan 11, by 5:00pm		
<b>English test (STTEP)</b>	Jan 15, 9:00-11:00am ※ Seated until 8:40am, 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>	Jan 15, 11:20am-12:00am ※ Seated until 11:10am, Rm. 203		
<b>Personal inventory test</b>	Jan 15, 1:00-3:00pm ※ Seated until 12:40pm, Rm. 203	Jan 15, 1:00-3:00pm ※ Seated until 12:40pm, Rm. 203	
<b>Bible exam</b>	Tue Jan 29, 9:10-9:50am ※ Seated until 9:00am	N/A	
<b>Interview</b>	Tue Jan 29, 10:00am-4:00pm ※ Interview schedule will be announced.		
<b>Final result</b>	Fri Feb 1, 3:00pm		
<b>Tuition payment</b>	Feb 7 – Feb 14		



## 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 until Jan 11.  
Admissions Office, Torch Trinity Graduate University, 70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea
- ③ **Application Fee Payment:**
- Master – KRW70,000 (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.
- ⑤ **Tuition Payment:** Wire deposit or tuition to the given virtual account.

### 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	Special Admissions	International Admissions
1	Admission application	●	●	●
2	Personal statements	●	●	●
3	Two reference letters	●	●	●
4	Certificate of graduation	●	●	●
5	Official transcript	●	●	●
6	Certified English test score	○	-	★
7	TOPIK score	★	★	★



8	Certificate for Special Admissions qualification	-	●	-
9	Financial statement with bank statement	★	★	★
10	International/Overseas Korean/North Korean Refugees' document	★	★	★

① **Admission application:** Color print after completing at the Online Application Website ([www.ttgu.ac.kr/apply](http://www.ttgu.ac.kr/apply))

② **Personal statements (using school form)**

③ **Two reference letters (using school form) in sealed & signed envelopes by senior pastor and former professor**

- 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 9).

④/⑤ **Certificate of graduation (or Expected graduation certificate) and official transcript:**

**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 8).
- For North Korean Refugees, the Confirmation of Educational Background approved by the Minister of Unification is substituted.

⑥ **Official English Test Score:** 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 STTEP. TOEFL-iBT/TEPS/TOEIC score will be converted into STTEP score according to the TTGU conversion table.

- For international/Overseas Korean/North Korean refugees applicants, refer to the '[Note 4] International Applicants' English Test Score Submission & Substitution' (see page 2).

⑦ **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

⑧ **Certificate for Special Admission Qualifications:**

- A. Full-time missionary to foreign country: Certificate or verification of missionary that contains sending body, country, ministry language, and the duration of ministry  
Applicants for English program whose ministry language is other than English must submit English score (TOEFL, TEPS, TOEIC, STTEP).
- B. Bachelor-level or higher degree from an English-speaking country/institution with a minimum GPA of 3.0/4.0: Original Transcript(s) and Degree Certificate(s)
- C. Doctoral degree holders: Original Transcript(s) and Degree Certificate(s)
- D. TTGU graduates with a minimum GPA of 3.3/4.0: Original Transcript
- E. Public figures with expertise who are also currently in Christian ministry: Certificate of Employment and Certificate of Ministry, and a copy of professional license

⑨ **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.

⑩ **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



## 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 \(https://www.hcch.net/en/states/hcch-members\)](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**

In the case the academic advisor or professor is unavailable, or ten or more years have passed after graduation, a reference letter from a professor, a teacher, superior officer at work or a Bible study leader 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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