

Torch Trinity Graduate University

# January Admissions for Spring 2024 *(Doctoral Programs)*



**1. Incoming Student Quota and Degree Programs**

- 1) **Incoming Student Quota for Doctoral Programs:** 1 person
- 2) **Degree Programs** • English Program is conducted in English only.

Degree Programs	Area/Specialization	Program Language	Duration
		English	
<b>Doctor of Philosophy (PhD)</b>	PhD in Theology Specialization: - Biblical Studies - Historical/Theological Studies - Intercultural Studies - Educational Studies	●	3 yrs (6 sem)

**2. Admission Types and Qualifications**

Program	Qualification
<b>English Program</b>	<ul style="list-style-type: none"> <li>A. A mature believer with the assurance of salvation is required The applicant for PhD must have been baptized (or, in case of infant baptism, confirmed) at least five years ago.</li> <li>B. Must hold a bachelor's degree and an MDiv degree or master's degree in related studies with a minimum GPA of 3.3/4.0 from an accredited university or the legal equivalent</li> <li>C. Must have an official English test score with a minimum of TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&amp;W) obtained within two years</li> <li>D. "Intercultural Studies" applicants must have a minimum of three years of intercultural ministry experience</li> </ul>

**3. Procedures and Schedule**

**1) Entrance Exams and Admission Types**

Program	1. Paper Screening	2. Personal Inventory Test	3. English Proficiency test	4. Interview
<b>English</b>	●	●	●	●

<b>1. Paper Screening</b>	– Evaluation of submitted documents
<b>2. Personality Test</b>	<ul style="list-style-type: none"> <li>– Online test</li> <li>– Respond honestly to questions about various experiences</li> <li>– Required to secure test time and a quiet place (about one hour)</li> <li>– Applicants may take the test in either Korean or English, whichever is more convenient</li> </ul>
<b>3. English Proficiency test</b>	<ul style="list-style-type: none"> <li>– Must submit an official English of TOEFL-iBT/IELTS/TEPS (w/ S&amp;W) obtained within two years as of the application due (Jan 17, 2024)</li> </ul> <p><b>[Exemptions]</b></p>

	<ul style="list-style-type: none"> <li>- <u>Korean applicants</u> who obtained a GPA of 3.75/4.0 or higher in English-speaking countries and graduate schools in English will be exempt from submitting an English score.</li> <li>- <u>International applicants</u> from countries where English is the official language will be exempt from submitting an English score if they obtained a bachelor's degree or higher in English. English-speaking countries are defined by the "Countries and Regions" list of the Ministry of Foreign Affairs of the Republic of Korea (<a href="http://www.mofa.go.kr">www.mofa.go.kr</a>).</li> </ul>
<b>4. Interview</b>	<ul style="list-style-type: none"> <li>- Interview is conducted individually</li> <li>- Applicants must present a “one-minute speech” on any topic of their choice (e.g., current events, personal stories, the book that impressed them, the reasons for choosing TTGU, what Jesus Christ means in their lives, how to do missions, what the church should be like, etc.)</li> <li>- Interviews are conducted in the language of the applied program</li> </ul> <p>The interviews will be conducted in English and Korean for the English and Korean programs, respectively.</p>

## 2) Schedule for Entrance Exam

Exams	International/Expat Admissions	Place/ Note
Personal Inventory Test	Mon, Jan.22 – Wed, Jan. 24	Online
Interview	Fri, Feb. 2, 2024	TTGU Campus
Admission Result	Wed, Feb. 7, 2024	<a href="http://www.ttgu.ac.kr/apply">www.ttgu.ac.kr/apply</a>

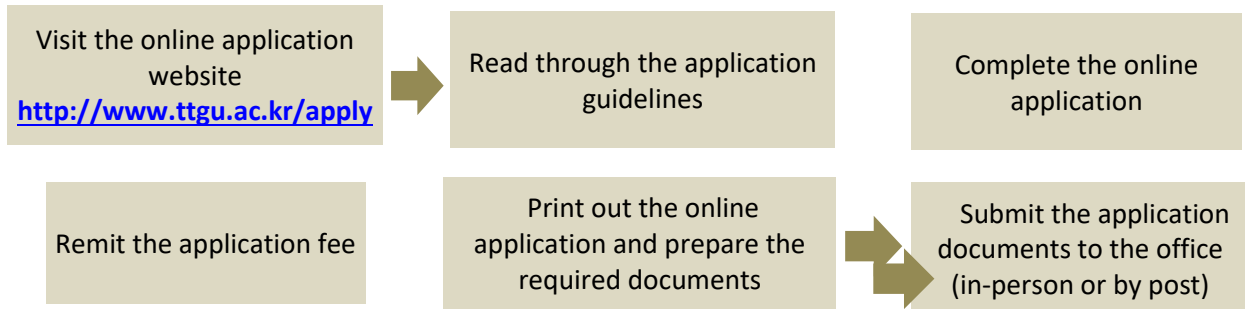
- ✓ interviews will be conducted on-site. Only applicants residing abroad or in self-quarantine due to COVID-19 will be allowed to participate in online exams and interviews.
- ✓ If an applicant is disqualified after the paper-screening stage, they will be notified, and no interview will be conducted.

## 4. Application Information

### 1) Application Procedure

Procedure	PhD Admissions
Online Application	By Wed, Jan. 17 by 5 pm
Documents Submission	Mon, Jan 8 - Wed, Jan. 17 by 5 pm
Payment for Application Fee	Wed, Jan. 17 by 5 pm

## 2) How to Apply



### Application Submission (by post /in person)

▶ Address: Torch Trinity Admissions Office

70 Baumoe-ro 31-gil, Seocho-gu, Seoul, 06752, Korea

▶ **Application Fee Payment:** Please remit the fee in the applicant's name.

- **Doctoral Program: 110,000 KRW** (20,000 KRW for Personal Inventory Test included)
- **Account Information:** Woori Bank /1005-602-443681/Torch Trinity Graduate University

**Arrivals after the application deadline cannot be accepted.**

## 3) Notice for Applicants

- ① The English name and date of birth must be identical to those on the passport.
- ② Applicants must provide a valid email address.
- ③ Any incomplete application will not be processed. Application or admissions will be automatically canceled if the applicant's submitted documents are found to be forged, falsified, or altered.
- ④ If an applicant decides to withdraw the application before the deadline, the application fee will be refunded after the deduction of the remittance fee. However, after the deadline, the submitted application documents and application fee will not be returned.
- ⑤ If an applicant with disability requires any assistance or support during the admissions process, he or she must inform the office in advance with a copy of their disability registration card.
- ⑥ Applicants **must bring both their identification card and the verification slip** on the day of entrance exams and interview.
- ⑦ If an applicant misses any of the exams or cheats during the exams, he or she will be automatically disqualified.
- ⑧ If an applicant is deemed to be inadequate to become a pastor/Christian minister after the interview, the applicant may be disqualified.

**5. Required Documents**

No.	Requirement	English	Korean
		In Theology	In Christian Counseling
1.	Application	●	●
2.	Personal Statement	●	●
3.	Graduate Certificates	●	●
4.	Official Transcripts	●	●
5.	One Pastoral Reference letter	●	●
6.	Two Academic Reference letter	●	●
7.	Official English Score	●	●
8.	PhD Research Plan	●	●
9.	Thesis or research paper	●	●
10.	Certificate of Ministry or Clinical Experience Certificate	★	●
11.	PhD Scholarship Application	★	★
12.	Documents for Int'l applicants	★	★

●Mandatory ★Only for the Required

- ✓ **Submit the original copies issued within three months. (At the request of the applicant, only documents that cannot be reissued will be returned.)**
  - ✓ **Applicants to the English program 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 online application:** after submitting the online application at [www.ttgu.ac.kr/apply](http://www.ttgu.ac.kr/apply), print out one copy to submit to the Admissions Office along with other required documents.
  - B. **Personal Statement [school form]**
  - C. **Graduate certificates of undergraduate/ graduate degree**
    - For graduates from Korean universities, the degree registration number must be provided.
    - Graduates of overseas universities must submit the degree certificate referred to in <Appendix 1: Accreditation Certification Approval of Overseas University>.
  - D. **Official transcripts of undergraduate/ graduate degree**
    - For transfer students, please submit transcripts from all previous colleges/universities attended.
  - E. **One pastoral reference letter [school form]:** by the senior pastor or applicant’s spiritual mentor
  - F. **Two academic reference letters [school form]:** by former professor who knows the applicant’s academic aspects well

- Referees should complete the reference letter form and directly e-mail it to [admissions@ttgu.ac.kr](mailto:admissions@ttgu.ac.kr) or mail it in a sealed and signed envelope.

- **[IMPORTANT] Applicant's family or relatives are ineligible to write a reference letter, so a different referee must be chosen.**
- If the referee for an English program applicant is unable to write a letter in English, it should be translated by a translator and sent together with the original letter via email or mailed in a sealed and signed envelope.
- References must be delivered by the application deadline.

**G. <English program applicants> required documents**

- a. One of the TOEFL-iBT 71/IELTS 5.5/TEPS 326(w/ S&W) or higher obtained within two years as of application deadline (October 25, 2023)  
\* Please refer to the [Exemptions]
- b. Thesis or research paper written in English from the master's program
- c. Certificate of Ministry (minimum of three years) for "Intercultural Studies" applicant only

**H. <Korean program applicants> required documents**

- a. Clinical experience certificate
- b. One of the TOEFL-iBT/IELTS/TEPS obtained within two years as of application deadline (October 25, 2023)  
\* Please refer to the [Exemptions]
- c. Thesis written in master's program (if applicable)

I. **PhD Scholarship Application:** Please refer to section 8 for further instructions.

J. **PhD Research Plan** should not exceed 2,000 words (excluding the bibliography). Please ensure that your tentative plan answers the following questions clearly:

- a. Do you have a clear thesis statement, or have you identified your primary research questions?
- b. Have you stated why this research is important or what this research will accomplish?
- c. Have you demonstrated your knowledge of the field by engaging with other scholarly works?
- d. Have you explained how you will approach the project (providing at least a brief explanation of the method)?
- e. Does your research plan include the following elements: Tentative Title, Abstract (maximum 300 words), Tentative Chapter Outline, Introduction, Body, and Conclusion?

**K. <International applicants only>**

- a. **A copy of passport or alien registration card**
- b. **A financial statement (school form) and bank statement** (for student-visa applicants only)  
Please submit proof of a balance of at least 20,000,000 KRW issued within the last three months. For applicants sponsored by a church, school, or scholarship foundation, please submit proof of the sponsor's representative balance of at least 20,000,000 KRW within the last three months.
- c. **TOPIK Score (for Korean program applicants):** TOPIK level 5 and above is required acquired within the last two years as of the application deadline (October 25, 2023).
  - If overseas Koreans obtained a bachelor's degree in Korean from a university in Korea, applicants will be exempt from the TOPIK score substituting with a graduate certificate, official transcript, and a certificate of domestic residence report.

**6. New Students Registration**

Procedure	Schedule	Note
Tuition Payment	Wed, Feb. 14 – Fri, Feb. 16, 2024	Individual virtual account
New Student Orientation	Tue, Feb. 20, 2024	TTGU Campus (Mandatory)
First day of Spring 2024	Mon, Mar. 4, 2024	-

- 1) New students are not allowed to stop out in the first semester, except for illness, military duty, or maternity.
- 2) Prospective graduates must submit their final graduate certificate and official transcript before matriculation.

**7. Tuition Information for the 2024 Academic Year**

Degree Program	Entrance Fee (KRW)	Tuition (KRW)	In total (KRW)
PhD	1,050,000	5,020,000	6,070,000

- 1) The tuition fee listed above is per semester, and the entrance fee is only charged for the first semester.
- 2) In the master’s program of Christian Counseling, an additional counseling practicum fee is charged during the semester in which the counseling practicum is conducted.

**8. PhD Scholarship**

- A. Applicants who intend to apply for PhD scholarship must submit the "PhD Scholarship Application."
- B. Priority will be given to those committed to mission service. The scholarship recipients will receive up to 50% of tuition and must apply for the scholarship each semester.

**Contact Information**

Ms. Whe Jin 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, Korea

(Updated on Dec 28, 2023)

### <Appendix 1: Accreditation Certification Approval of Overseas University>

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 is an official document of the country where the degree was obtained.

For documents not written in Korean or English, a notarized translation in Korean or English must be attached. If you are applying through an agency in Korea, it may take up to two months. We recommend that you apply well in advance of the admission deadline to avoid delays.

#### 1. Graduates from a university in Apostille convention Country ([www.hcch.net/en/home](http://www.hcch.net/en/home))

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

#### 2. Graduates from a university in other countries

- Submit the graduate certificate confirmed by the Consular of the Korean Embassy in the country where the certificate is issued or the foreign embassy in Korea

#### 3. Graduates from a university in China

- Submit the 'Degree Certificate' issued by CHSI ([www.chsi.com.cn/en](http://www.chsi.com.cn/en))
- If you want to get the documents in Korea, contact Confucius Institute in Seoul.  
Website: <https://renew.kongzi.co.kr> > Chinese academic credentials certification  
Phone: 82-2-554-2688, Email: [cis88@cis.or.kr](mailto:cis88@cis.or.kr)

### <Appendix 2: Application fee payment guide>

#### 1. SWIFT CODE for international transfer

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 HVBKRXSEXXX

#### 2. PayPal payment information

- If you intend to pay your application fee via PayPal, please contact us at [admissions@ttgu.ac.kr](mailto:admissions@ttgu.ac.kr) with your name, the program you are applying for, and your email address for further guidance.