

Torch Trinity Graduate University

Transfer Admissions for Spring 2024 *(Master's Programs)*

- *For Korean and Internationals*

1. Transfer Admission Quota and Degree Programs

- 1) **Transfer Admission Quota: Remaining number of the quota**
- 2) **Degree Programs**

• English Programs in all degrees are conducted in English.

Degree Programs	Area/Specialization	Program Language		Credits	Duration
		English	Korean		
Master of Theological Studies (MTS)	-	●	●	32 credits	2 yrs (4 sem)
Master of Arts (MA)	Christian Education	●		47 credits	
	Christian Counseling	●	●	45 credits	
Master of Education (MEd)	-	●		46 credits	

※ The Academic Committee approves the transfer of credits from the previous graduate school, and the transfer student must complete all remaining courses in order to complete.

2. Admission Qualifications

Type	Qualification
Transfer Admission	<p>Transfer Admission applicants should meet all three of A, B and C requirements below:</p> <ul style="list-style-type: none"> A. Must be a confessing and mature believer who is baptized (or infant baptism and confirmation) and has assurance of salvation. B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law. C. Qualifications for each degree program <ul style="list-style-type: none"> • MA, MEd, MTS applicants: Applicants who have completed at least 2 semesters in the same department in a graduate school and earn 18 or more credits <p>※ If a student is expelled from the previous graduate school for disciplinary action, he/she cannot apply for the Transfer Admission.</p> <p>※ If an international applicant meets the eligibility criteria for international admissions, they will be selected for transfer admission beyond the quota.</p>

3. Procedures and Schedule

1) Entrance Exams and Admission Types

1. Paper Screening	2. Personal Inventory Test	3. Bible Exam	4. English Exam		5. Interview
			Eng Prog.	Kor Prog.	
●	●	●	●	●	●

○ Foreign nationals must submit official language proficiency scores in the respective language.

1. Paper Screening	<ul style="list-style-type: none"> – Evaluation of submitted documents
2. Personality Test	<ul style="list-style-type: none"> – Online test – Respond honestly to questions about various experiences – Required to secure test time and a quiet place (about one hour) – Applicants may take the test in either Korean or English, whichever is more convenient
3. Bible Exam	<p>Bible Exam is required only for applicants from non-theological seminary.</p> <p>Required for both English/Korean program</p> <ul style="list-style-type: none"> – Consists of 50 multiple-choice questions from the Old and New Testaments (test duration: 40 minutes) – The questions come from the “Bible Exam Study Guide,” which can be purchased at the Admissions Office for 25,000 KRW (cash only) <p>The Bible exam will be conducted in English and Korean for the English and Korean programs, respectively.</p>
4. English Exam	<p>The format of the English exam varies depending on the language of the applied program.</p> <p><u>English program:</u></p> <ul style="list-style-type: none"> – Must submit an official English score of TOEFL-iBT/IELTS/TEPS (w/ S&W) obtained within two years as of the application deadline (January 17, 2024) – [Exemptions] Applicants who obtained a bachelor’s degree or higher in English from an English-speaking country/institution are exempt from submitting an English score. In this case, 60 points will be automatically applied to the applicant’s admission profile for English competency. But applicants with an official English score and a converted point over 60 will receive the higher point. <p><u>Korean program</u></p> <ul style="list-style-type: none"> – Must take the TTGU English test which consists of 20 multiple-choice questions (test duration: 50 minutes)
5. Interview	<ul style="list-style-type: none"> – Interview is conducted individually – 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

	<p>lives, how to do missions, what the church should be like, etc.)</p> <ul style="list-style-type: none"> – Interviews are conducted in the language of the applied program <p>The interviews will be conducted in English and Korean for the English and Korean programs, respectively.</p>
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2) Schedule for Entrance Exam

Exams	Transfer Admission	Place/ Note
Personal Inventory Test	Mon, Jan. 22 – Wed, Jan. 24, 2024	Online
Bible Exam	Tue, Feb. 2	TTGU Campus
English Exam	Tue, Feb. 2 *Only for Korean Program	TTGU Campus
Interview	Tue, Feb. 2	TTGU Campus
Admission Result	Wed, Feb. 7	www.ttgu.ac.kr/apply

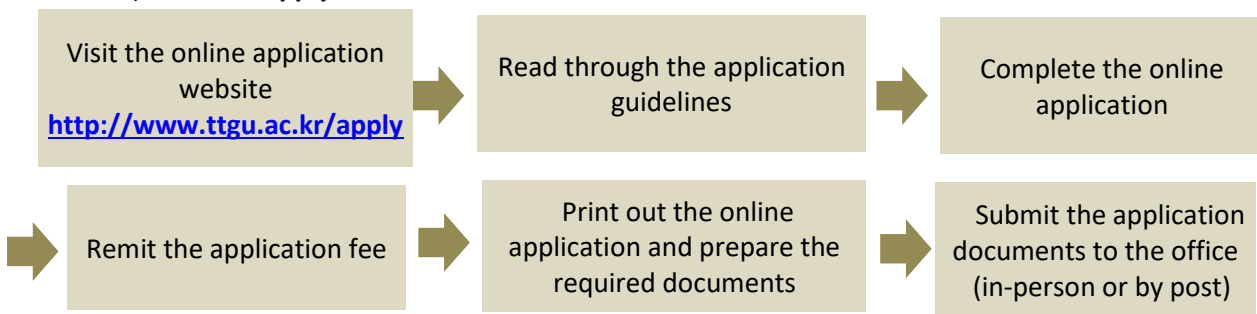
- ✓ Exams and interviews will be conducted on-site. Only applicants residing abroad or in self-quarantine due to COVID-19 will be allowed to participate in online exams and interviews.
- ✓ If an applicant is disqualified after the paper-screening stage, they will be notified, and no interview will be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

4. Application Information

1) Application Procedure

Procedure	Transfer Admission
Online Application	Mon, Dec. 11 - 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.
 - **Master Program: 90,000 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	Special Admission	General Admission	
			English Prog.	Korean Prog.
1.	Application	●	●	●
2.	Personal Statement	●	●	●
3.	Graduate Certificate	●	●	●
4.	Official Transcript	●	●	●
5.	Pastoral Reference letter	●	●	●
6.	Academic Reference letter	●	●	●
7.	Official English Score		●	
8.	Documents for proof of eligibility for Special Admission Qualification	●		
9.	Documents for Int'l applicants:		●	●

- ✓ **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.ttg.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 degree

- For graduates from Korean universities, the degree registration number must be provided.
- ThM applicants must also submit an MDiv graduation certificate.
- 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 degree

- ThM applicants must also submit an MDiv official transcript.
- 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. One academic reference letter [school form]: by a former professor (*If obtaining a letter from a former professor is not feasible, a letter from a work supervisor or Bible teacher who is well-acquainted with the applicant's academic qualifications may be accepted. In such cases, please indicate the reason for the substitution on your application.*)

- Referees should complete the reference letter form and directly e-mail it to admissions@ttgu.ac.kr or mail it in a sealed and signed envelope.
- 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. <applicants for the English program only> An official English test score obtained within two years of the application deadline (Jan. 17, 2024)

- The official English score should be one of the TOEFL-iBT/IELTS/TEPS (w/ S&W).
- Korean applicants with a bachelor's or higher degree from an English-speaking country or institution are exempt from submitting an English score.

H. <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 issued within the last months.

c. Official language proficiency scores

English program applicant: An official English test with a minimum score of TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&W) obtained within two years of the application deadline (Jan. 17, 2024)

- International applicants from countries where English is the official language will be exempt from the English score if they have obtained a bachelor's degree or higher in English. English-speaking countries are determined by the "Countries and Regions" of the Ministry of Foreign Affairs of the Republic of Korea (www.mofa.go.kr).

Korean program applicant: TOPIK level 4 obtained within two years of the application deadline (Jan. 17, 2024)

- Overseas Koreans, who obtained a bachelor's degree in Korean from a university in Korea, will be exempt from the TOPIK score if they submit a graduate certificate, an official transcript, and a certificate of domestic residence report.

6. New Student Registration

Procedure	Schedule	Note
Tuition Payment	Wed, Feb. 14 – Fri, Feb. 16, 2024	Individual virtual account
New Student Orientation	[2 nd] Tue, Feb. 20, 2024	TTGU Campus (Mandatory)
First day of Spring 2024	Mon, Mar. 4, 2024	-

- 1) Foreign students residing overseas must pay the full tuition fees for the first semester by Saturday, December 9th, and obtain the 'Certificate of Admission' to proceed with the application for the student visa (D-2).
- 2) New students are not allowed to stop out in the first semester, except for illness, military duty, or maternity.
- 3) Prospective graduates must submit their final graduate certificate and official transcript before matriculation.

5. Tuition Information for the 2024 Academic Year

Degree Program	Entrance Fee (KRW)	Tuition (KRW)	In total (KRW)
MTS	800,000	3,530,000	4,330,000
MWCM	800,000	4,333,000	5,133,000
MA (Christian Counseling / Christian Education)	830,000	3,693,000	4,523,000
MEd	830,000	3,693,000	4,523,000

- 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.

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

(Revised on Dec. 26, 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)

- 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.

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)
- 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

<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 with your name, the program you are applying for, and your email address for further guidance.