

Master of Arts (MA) in Christian Education, Master of Education (MEd)

General and Special Admission for Fall 2023

1. Degree Available

Lang.	Degree Programs	Duration	Credits
English Program	Master of Arts (MA) in Christian Education	2 yrs (4 sem)	45 credits
	Master of Educations (MEd)	2 yrs (4 sem)	36 credits

2. Admission Qualifications

Type	Qualification
General Admission	<p>A. Must be a mature believer who has the assurance of salvation and was baptized (in case of infant baptism, confirmation).</p> <p>B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law.</p>
Special Admission	<p>Special Admission applicants must meet at least one of the following criteria (and provide proof of eligibility) in addition to the requirements of General Admission applicants.</p> <ul style="list-style-type: none"> • Full-time missionary who served for five years or more • TTGU graduate with a GPA of 3.3/4.0 or higher (Korean program graduates are not eligible for English programs through Special Admission) • Doctoral degree holder (honorary doctorates and non-academic degrees are not eligible) • A person who has a calling in Christian ministry and worked five years or more in the professional fields recognized by TTGU (medical professional, legal professional, public official of Grade 3 or higher, executive of media company or corporation, university professor, president or vice president of missionary organization/Christian institution/NGO, school principal or vice-principal, soldier lieutenant colonel or higher)

3. Admission Procedure

Procedure	General/Special Admission	Place/Note
Online Application	May 18 (Thu) – June 7 (Wed) by 5pm	www.ttgu.ac.kr/apply
Application Submission	June 1 (Thu) – 7 (Wed) by 5pm	By post or in person
Personal Inventory Test	June 12 (Mon) – 13 (Tue)	Online
Exams & Interview	June 23 (Fri)	TTGU Campus
Admission Result	June 30 (Fri)	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 exams and interview online.
- ✓ If an applicant is disqualified after the paper-screening stage, they will be notified, and no interview will be conducted.

4. Required Documents [School form is available to download at www.ttgu.ac.kr/apply.]

- ✓ Submit the original copies issued within three months. (At the request of the applicant, only documents that cannot be reissued will be returned.)
 - ✓ 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:** Submit online application at www.ttgu.ac.kr/apply print out one copy to submit it with other required documents to the Admissions Office.
 - B. **Personal statement [school form]**
 - C. **Graduate certificates of undergraduate degree**
 - D. **Official transcripts of undergraduate degree**
 - For transfer students, please submit transcripts from all previous colleges/universities attended.
 - Overseas university graduates must submit the degree certificate referred to the <Appendix 1: Apostille Approval Instructions>.
 - E. **One pastoral reference letter [school form]:** by senior pastor or applicant's spiritual mentor
 - F. **One academic reference letter [school form]:** by former professor, work supervisor, or Bible teacher who knows the applicant's academic aspects well

- Referees should fill out the reference letter form and directly send it by e-mail (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 another referee must be chosen.
- If the referee of 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 (admissions@ttgu.ac.kr) or mailed in a sealed and signed envelope.
- **References must be delivered by the application deadline.**

G. **<General Admission applicants for the English program only>** An official English test score taken within two years of the application due

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

H. **<Special Admission applicants only>** Submit the corresponding credentials for the applicant.

- Full-time missionary: missionary certificate containing sending organization, mission field, ministry language, and ministry duration (minimum five years)
- TTGU graduate and Doctoral degree holder: official transcript and degree certificate (referred to the <Appendix 1: Apostille Approval Instructions> for overseas university graduates.)
- Professional recognized by TTGU: certificate of employment (minimum five years)

I. **<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 US \$20,000 issued within 3 months. For applicants sponsored by a church, school, or scholarship foundation, please submit proof of the sponsor's representative balance of at least US \$20,000 issued within three months.

c. **English program applicant: An official English test with a minimum score of TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&W)** taken within two years as of application due (June 7, 2023)

- International applicants from countries where English is the official language will be exempted 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).

Application Submission

- Required documents submission (by post /in person)
Address: Torch Trinity Admissions Office / 70 Baumoe-ro 31-gil, Seocho-gu, Seoul 06752, Korea
- Application fee payment: 90,000 KRW (KRW 20,000 for Personal Inventory Test included)

Please remit the fee in the applicant's name.

- Name of Bank: Woori Bank.
- Account Number: 1005-602-443681
- Account Holder: Torch Trinity Graduate University

Arrivals after the application deadline cannot be accepted.

5. Schedule by Admission Type

Type	Exam	Point	Date/Venue
Special Admission	Personal Inventory Test	-	Period: June 12 (Mon) – 13 (Tue) Applicants must take the test online during the given period and the test link will be emailed to applicants one day in advance.
	Interview	(100)	Date & Venue: June 23 (Fri) at TTGU campus *Time/venue for the interview will be emailed to applicants one week in advance.

Type	Exam	Point	Date/Place
General Admission (<u>English program</u>)	Personal Inventory Test	-	Period: June 12 (Mon) – 13 (Tue) Applicants must take the test online during the given period and the test link will be emailed to applicants one day in advance.
	English	(100)	Submit an official English test score of TOEFL-iBT/IELTS /TEPS (w/ S&W) taken within two years.
	Bible Exam	(50)	Date & Venue: June 23 (Fri) at TTGU campus
	Interview	(100)	*Time/venue for the interview will be emailed to applicants one week in advance.

6. Exam and Interview

- A. **Personal Inventory Test** is conducted online, and the applicant should answer the questions sincerely.
- Applicants must find a place to take the test without any hindrance (about one hour).
 - Applicants can take the test either in Korean or English whichever is more convenient.
- B. **Interview** is conducted individually, and 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 for choosing TTGU, what Jesus Christ means in their lives, how to do missions, what the church should be like, etc.)
- Interviews are conducted in the language of the program applying for – English for English program applicants and Korean for the Korean program applicants.
- C. **[General Admission] English: English program applicants** must submit an official English score of TOEFL-iBT/IELTS/TEPS (w/ S&W) taken within two years as of application due (June 7, 2023).
- [Conditions for exemption] Applicants who have obtained a bachelor’s degree or higher in English from an English-speaking country/institution can be exempted from submitting an English score. In this case, 60 points will be given for English. Nonetheless, if applicants submit an official English score and the converted point is higher than 60, the higher point will be applied.
- D. **[General Admission] Bible Exam** consists of 50 multiple-choice questions of Old Testament and New Testament (test duration: 40 minutes)
- Questions are taken from the “Bible Exam Study Guide,” which can be purchased at the Admissions Office (25,000 won, cash only). The Bible exam is conducted in English for English program applicants and in Korean for Korean program applicants.

7. Notice for applicants

- A. English name and date of birth must be identical with the passport.
- B. Applicants must provide a valid own email address.
- C. Any incomplete application cannot be processed. Application or the admissions will be automatically canceled if applicant’s submitted documents are found to be forged, falsified, or altered.
- D. If an applicant decides to withdraw the application before the deadline, the application fee will be refunded after the deduction of remittance fee. However, if an applicant decides to withdraw the application after the deadline, the submitted application documents and application fee will not be returned.
- E. Applicants with disability require any assistance or support during the admission process,

- he/she must inform the office with a copy of their disability registration card beforehand.
- F. Applicants must bring both the identification card and verification slip on the day of entrance exams and interview.
 - G. If an applicant misses any of the exams or commits cheating during the exam, he/she will be automatically disqualified.
 - H. If an applicant is judged to be inadequate to become a pastor/Christian minister after the interview, the applicant may be disqualified.

8. New Student Registration

Announcement	Date	Note
Tuition Payment	July 17 (Mon) – 19 (Wed)	Individual virtual account
New Student Orientation	July 25 (Tue)	TTGU campus
First day of Fall 2023	Aug. 28 (Mon)	-

- A. New students are not allowed to stop-out in the first semester, except for the reason of illness, military duty, or maternity.
- B. Prospective graduates should submit the final graduate certificate and official transcript before matriculation.

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 Apr 26, 2023)

<Appendix 1: Apostille Approval Instructions>

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 notarized office in case of private documents) → Visit to 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 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	HVBKKRSEXXX

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.