

Doctor of Philosophy (PhD)

General Admissions for Fall 2023

1. Degree Available

Language	Degree Program	Duration	Credits
English Program	PhD in Theology Specialization: - Biblical Studies - Historical/Theological Studies - Intercultural Studies - Educational Studies	3 yrs (6 sem)	23 credits & 5 units

* The doctoral program in Christian Counseling does not admit new students in the fall semester. Please apply for the spring semester of 2024.

2. General Admission Qualifications:

Type	Qualification
General Admission (English Program)	A. Must be a mature believer who has the assurance of salvation and was baptized at least five years ago (in case of infant baptism, confirmation). 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 equivalent as recognized by law. C. Must have an official English test score with a minimum of TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&W) taken within two years. D. "Intercultural Studies" applicants must have a minimum of three years of intercultural ministry experience.

< Exemption from English proficiency test >

- A. **Korean applicants** who have obtained a GPA of 3.75/4.0 or higher in English-speaking countries and graduate schools in English will be exempted for English.
- B. **International applicants** from countries where English is the official language will be exempt from the English proficiency test if they have 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 (www.mofa.go.kr).

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 test
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 interviews 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 and graduate degrees**
- D. **Official transcripts of undergraduate and graduate degrees**
- 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. **Two academic reference letters [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. 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?

H. PhD Scholarship Application: Please refer to section 7 for further instructions.

I. Applicants for Theology concentration:

- a. **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 the application due (June 7, 2023)
*For the exemption, please refer to "Exemption from English proficiency test."
- b. **A thesis or research paper written in English** from your master's program
- c. **Certificate of Ministry** (minimum three years): for 'Intercultural Studies' applicant only

J. <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 three 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.

Application Submission

➤ **Required Documents Submission (by post /in person)**

Address: Torch Trinity Admissions Office / 70 Baumoe-ro 31-gil, Seocho-gu, Seoul 06752, S. Korea

➤ **Application Fee payment:** 110,000 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/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. *The online test link will be emailed to applicants one day in advance.
	English	(P/NP)	Submit an official English test with a minimum score of TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&W) taken within two years.
	Interview	(130)	Date & Venue: June 23 (Fri) at TTGU campus *Time/venue for the interview will be emailed to applicants one week in advance.

6. Exams and Interview

- A. **Personal Inventory Test** is conducted online, and the applicant should answer to 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 their prospective area of research.
- C. **English:** Applicants must submit an official English score with a minimum of TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&W) taken within two years.

7. PhD Scholarship

- A. **All 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.

8. 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 withdrawal the application before the deadline, the application fee will be refunded after the deduction of remittance fee. However, if an applicant decides to withdrawal 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 to the office with a copy of 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.

9. 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 Yangjae Branch
 Branch Address 60 Yangjae-dong, Seocho-gu, Seoul 06752, Korea
 Account Number 1005-602-443681
 Account Holder Torch Trinity Graduate University
 SWIFT CODE HVBKCRSEXXX

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.