

## Master of Arts (MA) in Christian Education / Master of Education (MEd)

International and Expat Admissions for Fall 2023

### 1. Degree Available

Lang.	Degree Program	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
Common	<p>Applicants for International/Expat Admissions must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>- An applicant and both parents hold foreign citizenships (Korean nationals with multiple nationalities are not eligible to apply.)</li> <li>- An international or Korean national residing abroad who has received education in a foreign country for a minimum of 16 years, from elementary school to university</li> <li>- A North Korean refugee</li> </ul> <p><b>* Applicants who do not meet the eligibility criteria for International/Expat Admissions must apply for General/Special admissions.</b></p>
International 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>
Expat Admission	<p>Expat applicants must hold a valid residence visa other than a student visa and an alien registration card remaining valid for at least six months as of the application deadline in addition to the requirement for International Admission.</p> <p>The Expat program is designed for expatriate professionals who wish to pursue theological education during their stay in Korea. Expat students enjoy flexible registration and are charged tuition on a credit basis.</p>

#### <Language proficiency requirement>

Applicants for the English program 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.

#### < Exemption from language proficiency test>

Exemption **for English (English/Korean Program)**: 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](http://www.mofa.go.kr)).

### 3. Admission Procedure

Procedure	International/ Expat Admissions	Place/Note
Online Application	May 18 (Thu) – June 7 (Wed) by 5pm	<a href="http://www.ttgu.ac.kr/apply">www.ttgu.ac.kr/apply</a>
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)	<a href="http://www.ttgu.ac.kr/apply">www.ttgu.ac.kr/apply</a>

- ✓ 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](http://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](http://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](mailto: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](mailto:admissions@ttgu.ac.kr)) or mailed in a sealed and signed envelope

**References must be delivered by the application deadline.**

G. Language proficiency test score

- 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)

- For the exemption, please refer to "Exemption from language proficiency test."

H. **<International applicants only>**

- A copy of passport or alien registration card**
- 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.

I. **<Evidence of international eligibility>** Please submit the applicable documents only

- Applicants whose parents hold foreign citizenships: A copy of the passport of both parents and the applicant's birth certificate/certificate of family relations (For Chinese applicants, please submit the "Family Register-戶口簿".)
- Internationals/Korean Nationals Residing Abroad: Graduation certificates and official transcripts from elementary to university

For Korean Nationals Residing Abroad, please submit "재외국민등록부등본" as well.

- c. North Korean refugees: A certificate of North Korean refugee status

#### 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
International/ Expat 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	(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	(100)	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 the questions sincerely.

- Applicants must find a place to take the test without any hindrance (about 1 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. English:**

- **English program 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 as of application due (June 7, 2023).

**7. Notice for applicants**

- English name and date of birth must be identical with the passport.
- Applicants must provide a valid own email address.
- 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.
- 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.
- 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.
- Applicants must bring both the identification card and verification slip on the day of entrance exams and interview.
- If an applicant misses any of the exams or commits cheating during the exam, he/she will be automatically disqualified.
- 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)	-

- International students residing abroad must pay the full tuition for the first semester and receive a 'Certificate of Admission' to apply for a student visa (D-2).

- B. New students are not allowed to stop-out in the first semester, except for the reason of illness, military duty, or maternity.
- C. 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](mailto: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](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 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](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 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	YANGJAE NAM 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](mailto:admissions@ttgu.ac.kr) with your name, the program you are applying for, and your email address for further guidance.