

Master of Theology (ThM)

General · Special Admission for Spring 2023 (January Admission)

1. Degree Available

Lang.	Degree Programs	Duration	Credits
English Program	Master of Theology (ThM) in Old Testament, New Testament, Church History, Systematic Theology, Practical Theology, Mission & Intercultural Studies, Christian Education	2 yrs (4 sem)	30 credits
Korean Program	Master of Theology (ThM) in Evangelical Christian Spirituality	2 yrs (4 sem)	29 credits

2. Admission Qualifications

Type	Qualification
Common	<p>General/Special Admissions are for Korean applicants, Korean Nationals Residing Abroad or foreigners of Korean origin who have all the qualifications for each admission type.</p> <p>* Internationals/North Korean refugees are selected separately through the International Admission.</p>
General Admission	<p>A. Must be a confessing and mature believer who was baptized 5 years ago (before Feb 28, 2018) and has assurance of salvation (or infant baptism and confirmation).</p> <p>B. Must hold a bachelor's degree and an MDiv degree from an accredited university or equivalent as recognized by law.</p>
Special Admission	<p>Special Admission applicants should be qualified for General Admission and must be one of the followings (required to submit proof of your eligibility):</p> <ul style="list-style-type: none"> • Full-time missionary served for 5 years or more • TTGU graduate with a GPA of 3.3/4.0 or higher (Korean program graduates are not eligible for English program through Special Admission) • Doctoral degree holder (honorary doctorates and non-academic degrees are not eligible) • A person who has worked 5 years or more in the professional fields recognized by TTGU and has a calling in Christian ministry (medical professional, legal

	professional, public official of Grade 3 or higher, executive officer, university professor, representatives or deputy representatives of missionary organization/Christian institution/NGO organization, school principal or vice-principal, soldier lieutenant colonel or higher)
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3. Admission Procedure

Procedure	General/Special Admission	Place/Note
Application	Jan. 16 – Jan. 25, 4:00PM	By post/in hand
Personal Inventory Test	Jan. 27. – Jan. 29	Online test
Exams & Interview	Feb. 7	TTGU campus
Admission Result	Feb. 13	School website

- ✓ Exams and interviews are conducted on site; ONLY applicants living abroad or in self-quarantine due to covid-19 are allowed to participate in ONLINE exams and interviews.
- ✓ If there is any reason for disqualification after paper-screening it will be notified, and no interview will be conducted.

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

- ✓ Submit the original copies issued within 3 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 and print out one copy to submit it with other required documents to Admissions Office.
 - B. **Personal statement [school form]**
 - C. **Graduate certificates of undergraduate and MDiv degrees**
 - D. **Official transcripts of undergraduate and MDiv degrees**
 - Transfer students must submit their previous college/university transcripts together.
 - Overseas university graduates must submit the degree certificate referred to the <[Appendix 1: Apostille Approval Instructions](#)>.
 - E. **Pastoral reference letter [school form]:** by senior pastor or applicant's spiritual mentor
 - F. **Academic reference letter [school form]:** by former professor, work supervisor or Bible teacher who knows the applicant's academic aspects well

- Referees fill out the reference letter form and send it by e-mail (admissions@ttgu.ac.kr) directly or mail it in a sealed and signed envelope.
- Applicant's family/relatives cannot write a reference letter, so another referee must be

substituted.

- If the referee of the English program applicant is unable to write the letter in English it should be translated through a translator, and the original and translated copy of the reference must be sent together by e-mail (admissions@ttgu.ac.kr) or mailed in a sealed and signed envelope.
- **References must be delivered by the application deadline.**

- G. **<General Admission English program applicants only> One of the TOEFL-iBT/IELTS/TEPS (w/ S&W) score** is required (within 2 years).
- Korean applicants with a bachelor's degree or higher from an English-speaking country or institution are exempted from submitting English proficiency scores.
- 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 5 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, certificate of career (minimum 5 years), a copy of professional license
- I. **<International applicants only> required documents**
- a. **A copy of passport / Domestic residents must submit alien registration card copy and National Health Insurance Service (NHIS) membership copy** also.
 - b. **Financial statement [school form] and bank statement** (student-visa applicant only)
 - Submit a proof of balance of the applicant or parents of US \$20,000 or more.
 - For church/school/scholarship foundation sponsorship, submit a proof of the sponsor's representative balance of US \$20,000 or more.
 - c. **English program applicant: one of the TOEFL-iBT 71/IELTS 5.5/TEPS 326 (w/ S&W) or higher required** (within 2 years)
 - International applicants from countries where English is the official language will be exempted for English score if they have obtained a bachelor's degree or higher in English. English-speaking countries are determined by the "Country and Region" of the Foreign Ministry of the Republic of Korea (mofa.go.kr).
 - d. **Korean program applicant: TOPIK level 4 required** (within 2 years)
 - If overseas Koreans have obtained a bachelor's degree in Korean in a university in Korea, applicants will be exempted for TOPIK score substituting with graduate certificate, official transcript and a certificate of domestic residence report.

Application Submission

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

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

➤ **Application Fee payment: 85,000 KRW**

Account No: Woori bank 1005-602-443681 / Account Holder: Torch Trinity Graduate University (Please remit the application fee to the applicant's name.)

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

5. Schedule by Admission Type

Type	Exams	Score	Date/Place
Special Admission	Personal inventory test	-	Jan. 27. – Jan. 29, Individual test online during the period *Internet access link will be sent individually by e-mail 1 day in advance.
	Interview	(100)	Feb. 7, in TTGU campus *Time/place will be notified by e-mail one week in advance. *Special Admission applicants are exempted from the English.

Type	Exams	Score	Date/Place
General Admission (<u>English program</u>)	Personal inventory test	-	Jan. 27. – Jan. 29, Individual test online during the period *Internet access link will be sent individually by e-mail 1 day in advance.
	English	(100)	Submit one of the TOEFL-IBT 71/IELTS 5.5/TEPS 326 (w/ S&W) within 2 years.
	Interview	(100)	Feb. 7, in TTGU campus *Time/place will be notified by e-mail one week in advance.

Type	Exams	Score	Date/Place
General Admission (<u>Korean program</u>)	Personal inventory test	-	Jan. 27. – Jan. 29, Individual test online during the period *Internet access link will be sent individually by e-mail 1 day in advance.
	English	(50)	Feb. 7, in TTGU campus
	Interview	(100)	*Time/place will be notified by e-mail one week in advance.

6. Exams and Interview

A. **Personal Inventory Test** is conducted through an online test, and applicants answer

questions about their various experiences honestly.

- Applicants must prepare a quiet place to take the test individually (about 1 hour).
- Applicants can take the test 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 choosing TTGU, what Jesus Christ means in their lives, how to do missions, what the church should be like, etc.)
- Interviews are conducted in English for English program applicants and Korean for the Korean program applicants
- C. **[General Admission] English: English program applicants** must submit one of the TOEFL-iBT/IELTS/TEPS (w/ S&W) within 2 years.
- [Conditions for exemption] Applicants who have a BA degree or higher in English from an English-speaking country/institution can be exempted from submitting English score, and the English score is converted as 60 points. However, if applicants submit one of TOEFL-iBT 71/IELTS 5.5/TEPS 326 or higher (within 2 years), the higher score will be taken.
- D. **[General Admission] English: Korean program applicants** must take TTGU English test which consists of 20 multiple-choice questions (test duration: 50 minutes).

7. Notice for applicants

- A. The English name and date of birth must be same as the passport.
- B. Applicants should provide a valid own email address.
- C. If the application documents are not submitted, the application will be canceled, and admission will be canceled if the documents are found to be forged, falsified, or altered, even later.
- D. If an applicant cancels to apply before the deadline, the application fee will be refunded excluding the remittance fee. After the deadline, the submitted application documents and application fee will not be returned.
- E. If an applicant has a disability and need help during the admission process, he/she should submit a copy of disability registration card and inform the Office what he/she needs help with.
- F. Applicants must bring ID card and verification slip for entrance exams and interview.
- G. If an applicant does not take any of the exams or commit cheating during the exams, he/she will be disqualified.
- H. If an applicant is judged to be inadequate to become a pastor/Christian minister as a result of the interview, the applicant may be disqualified.

8. New Student Registration



Announcement	Date	Note
Tuition Payment	Feb. 14 – Feb. 16, 2023	Individual virtual account
New Student Orientation	Feb 21, 2023	TTGU campus
First day of Spring 2023	Mar 2, 2023	-

- 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.
- C. International students must hold a membership of National Health Insurance Service (NHIS) during their study at TTGU.

9. Student Scholarship

- A. Various scholarships are available from the second semester. (See website for details.)

Contact Information

Ms. Wonhee 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

(Revised on Dec 7, 2022)

<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.

For documents not written in Korean or English, attach a notarized Korean or English translation. If you are applying from Korea through an agency, it will take about 2 months. Please apply in advance and be careful not to be late for the admission deadline.

1. Graduates from a university in Apostille convention country (www.hcch.net)

- 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 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 the CHSI(学信网) <https://www.chsi.com.cn/> or CDGDC(学位网) <https://www.cdgd.edu.cn/>.

<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 HVBKCRSEXXX

2. PayPal payment information

If you intend to make your application fee payment via PayPal, please contact at admissions@ttgu.ac.kr with your name, applying program, and email address for further guidelines.