



Transfer Admission Guidelines Spring 2023 (Master's Program)

for Korean/International Applicants

Torch Trinity Graduate University

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(Revised on Jul. 25, 2022)

1. Qualifications for Transfer Admission

Transfer Admission applicants should meet all three of A, B and C requirements below:

A. Must be a confessing and mature believer who is baptized (or infant baptism and confirmation) and has assurance of salvation.

For MDiv, applicants must be baptized 2 years ago (before Feb. 29, 2021).

B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law.

C. Qualifications for each degree program

- MDiv applicants for 3rd semesters: MDiv/MTS students who have completed at least 2 semesters in a graduate school and have earned 25 or more credits
- MDiv applicants for 4th semesters: MDiv students who have completed at least 3 semesters in a graduate school and have earned 38 or more credits
- 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

※ If a student is expelled from the previous graduate school for disciplinary action, he/she cannot apply for the Transfer Admission.

2. Degree Available

Language	Degree Programs	Duration	Credits
English Program	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits
	Master of Theological Studies (MTS)	2 yrs (4 sem)	38 credits
	Master of Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 credits
	Master of Arts (MA) in Christian Education	2 yrs (4 sem)	45 credits
	Master of Educations (MEd)	2 yrs (4 sem)	36 credits
Korean Program	Master of Divinity (MDiv)	3 yrs (6 sem)	85 credits
	Master of Theological Studies (MTS)	2 yrs (4 sem)	38 credits
	Master of Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 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 the graduation credits.

3. Admission Procedure

Procedure	Transfer Admission	Place/Note
Application	Jan. 16 – Jan. 25, 4:00PM	By post/in hand
Personal Inventory Test	Jan. 28 – Jan 30	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 form is available to download from Sep. 1 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 from Sep. 1 and print out one copy to submit it with other required documents to Admissions Office.

B. **Personal statement [school form]**

C. **Graduate Certificate(s) of Undergraduate and Graduate Degree(s)**

D. **Official Transcript(s) of Undergraduate and Graduate Degree(s)**

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

G. **<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 or higher degree from an English-speaking country or institution are exempted from submitting English proficiency scores.

H. **<International applicants only>** required documents

① **A copy of passport / Domestic residents must submit alien registration card copy and National Health Insurance Service (NHIS) membership copy** also.

② **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.

③ **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).

④ **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.

I. **<Evidence of eligibility for International students>** Submit only your applicable document.

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

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** (Please remit the application fee to the applicant's name.)

Account No: Woori bank 1005-602-443681 / Account Holder: Torch Trinity Graduate University

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

6. Exams and Interview

Type	Exams	Score	Date/Place
Transfer Admission (<u>English program</u>)	Personal inventory test	-	Jan. 28. – Jan. 30, 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/IELTS/TEPS (w/ S&W) within 2 years. *Refer to "Exams and Interview" for the exemption.
	Bible exam	(50)	Feb. 7, in TTGU campus
	Interview	(100)	*Time/place will be notified by e-mail one week in advance.

Type	Exams	Score	Date/Place
Transfer Admission (<u>Korean program</u>)	Personal inventory test	-	Jan. 28. – Jan. 30, 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 *Time/place will be notified by e-mail one week in advance.
	Bible exam	(50)	
	Interview	(100)	

- 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. **English: [English Program]** Applicants must submit one of the TOEFL-iBT/IELTS/TEPS (w/ S&W) within 2 years.
- [Korean Program] English:** Applicants must take TTGU English test which consists of 20 multiple-choice questions (test duration: 50 minutes).
- [Conditions for exemption] Korean applicants who have a BA degree or higher in English from an English-speaking country/institution can be exempted from submitting English score.
- D. **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” and can be purchased at the Admissions Office (25,000 won, cash payment only). Bible exam is conducted in English for English program applicants and Korean for the Korean program applicants.
 - [Conditions for exemption] Applicants from theological seminary are exempted from the Bible exam.

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 (attendance required once)
First day of Spring 2023	Feb 27, 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. International students must hold a membership of National Health Insurance Service (NHIS) during their study at TTGU.

9. Scholarship

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

Contact Information

Ms. Wonhee Lee, Admissions Office

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Address: 70 Baumoe-ro 31-gil, Seocho-gu, Seoul 06752

(Revised on July 25, 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 China Academic Degrees and Graduate Education Information, <http://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 HVBKKRSEXXX

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.