

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

1. Degree Available

Lang.	Degree Programs	Duration	Credits
English Program	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 Arts (MA) in Christian Counseling	2 yrs (4 sem)	47 credits

2. Admission Qualifications: “General Admission” and “Special Admission” are for Korean applicants, Korean Nationals Residing Abroad and Foreigners of Korean origin.

General Admission applicants:

- A. Must be a confessing and mature believer who is baptized (or infant baptism and confirmation) and has assurance of salvation.
- B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law.

Special Admission applicants should be qualified for General Admission and also:

- C. Must be one of the followings:
 - a. Full-time missionary served for 5 years or more
 - b. Bachelor or higher degree holder from an English-speaking country or institution with a minimum GPA of 3.0/4.0 (B grade, English program applicants only)
 - c. TTGU graduate with a GPA of 3.3/4.0 or higher (Korean program graduates are not eligible for English program through Special Admission)
 - d. Doctoral degree holder (honorary doctorates and non-academic degrees are not eligible)
 - e. A person who has worked five 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)

3. Admission Procedure (Common to General/Special Admission)

Procedure	Date	Venue/Note
Online Application	Dec. 1- Jan. 19	www.ttgu.ac.kr/apply
Application Deadline	By Jan. 19, 5:00pm	To the Admissions Office (Requirements' submission and application fee payment referring to the " <u>4. Application Guidelines</u> " and " <u>5. Required Documents</u> ")
Personal Inventory Test	Jan. 21- Jan. 23	Online individual test
Exams and Interview	Feb. 8, 10:00am-5:00pm	On TTGU campus (Detailed schedule will be announced later referring to the " <u>6. Exams and Interview</u> ".)

- ✓ 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, the interview will be cancelled.

4. Application Guidelines

- A. **Online application:** Submit the online application at www.ttgu.ac.kr/apply.
- B. **Requirements' submission:** Submit the "Required Documents" by mail or in person to the Admissions Office. **Arrivals after the deadline cannot be accepted.**
[Address] TTGU Admissions Office, 70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea
- C. **Application fee payment: 85,000 KRW**
[School Account] Woori bank 1005-602-443681 / Account Holder: Torch Trinity Graduate University
The admission fee must be transferred to the school account in the name of the applicant.
See <Appendix 2: SWIFT CODE> for international transfer.

5. Required Documents

<Precautions for submitting documents>

- ✓ **Submit the original copies issued within 3 months. (At the request of the applicant, only documents that cannot be reissued will be returned.)**
 - ✓ **English program applicants must submit all documents in English.**
 - ✓ **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 application:** Print out the application form at www.ttgu.ac.kr/apply.
 - B. **Personal Statement [school form]**
 - C. **Pastoral Reference Letter [school form]:** by senior pastor or applicant's spiritual mentor
 - D. **Academic Reference Letter [school form]:** by former professor or work supervisor who knows the

applicant's academic aspects well

- Referees fill out the reference letter and send it by e-mail (admissions@ttgu.ac.kr) directly or mail it in a sealed and signed envelope.
- 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.

E. Graduate Certificate(s) of Undergraduate and Graduate Degree(s)

F. Official Transcript(s) of Undergraduate and Graduate Degree(s)

- If the name of the degree, degree conferred date, and the degree registration number are specified on the transcript, graduation certificate submission is exempted.
- 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>.

<Please submit the following documents only if it is applicable to the applicant.>

G. English Score <General Admission English Program Applicants >

- Must submit one of TOEFL-iBT/ IELTS/ TEPS (including TEPS-S&W) score taken after Dec 1, 2019.

H. Evidence of Special Admission Eligibility <Special Admission Applicants >

- Full-time missionary: missionary certificate containing sending organization, mission field, ministry language and ministry duration (minimum 5 years)
- Bachelor or higher degree in English, TTGU graduate, Doctoral degree holder: official transcript and degree certificate (overseas university graduates must submit the degree certificate referred to the <Appendix 1: Apostille Approval Instructions>.)
- Professional recognized by TTGU: certificate of employment, certificate of career (minimum 5 years), a copy of professional license

I. Required Documents for International Applicants

- A copy of Passport**
- A copy of alien registration card** (domestic residents only)
- A copy of National Health Insurance Service (NHIS) membership** (domestic residents only)
- 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.
- English program applicant: one of TOEFL-iBT 71/ IELTS 5.5 / TEPS 326 (including TEPS-Speaking & Writing) or higher required** (taken after Dec 1, 2019)

- Special Admission 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).

f. **Korean program applicant: TOPIK level 4** required (taken after Dec 1, 2019)

6. Exams and Interview

Special Admission	General Admission (English Program)	General Admission (Korean Program)
A. Personal Inventory Test B. Interview (100 Points)	A. Personal Inventory Test B. Interview (100 Points) C. One of TOEFL-iBT/ IELTS/ TEPS (including TEPS-S&W) (100 Points) D. Bible Exam (50 Points)	A. Personal Inventory Test B. Interview (100 Points) C. TTGU English Test (50 Points) D. Bible Exam (50 Points)

- A. **Personal Inventory Test** is an online test, and applicants receive an online link by email to take the test. It takes 1~2 hours depending on individual differences. Applicants can take the test in either Korean or English, whichever is more convenient.
- B. **Interview** is conducted individually. 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.)
- C. **English** is only required for the General Admission applicants. English program applicants must submit one of TOEFL-iBT/ IELTS/ TEPS (including TEPS-Speaking & Writing) taken in last two years. Korean program applicants should take TTGU English test, which is composed of 20 multiple-choice questions of reading comprehension.
- D. **Bible Exam** is also required only for the General Admission applicants and consists of 50 multiple-choice questions of Old Testament and New Testament. Questions come from the "Bible Exam Study Guide" (published by the Bible Research Center).

7. Notice for applicants

- The English name and date of birth must be same as the passport.
- Applicants should provide a valid own email address.
- Admission may be canceled if the documents are found to be forged, falsified, or altered.
- If an applicant cancels to apply before the deadline, the application fee will be refunded excluding

the remittance fee. After the deadline, the received 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 entrance 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. Announcement for Successful Applicants

Announcement	Date	Note
Admission Result	Feb 14, 9:00	www.ttgu.ac.kr/apply
Tuition Payment	Feb 16 – Feb 18	Individual virtual account
New Student Orientation	Feb 22, 13:00-16:00	Attendance required
First day of Spring 2022	Mar 2	-

- 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. For international students, “Certificate of Admission” for a student visa will be sent after the tuition payment is completed.
- D. International students must hold a membership of National Health Insurance Service (NHIS) during their study at TTGU.

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

<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 (or transcript) 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 (or official transcript) 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 (or official transcript) 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: SWIFT CODE for International Transfer of Application Fee>

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