



International Admission Guidelines

for Fall 2020

PhD Program

International Admission

Torch Trinity Graduate University

70 Baumero 31-gil, Seocho-gu, Seoul 06752

Tel. 02-570-7375

Fax 02-570-7379

e-mail admissions@ttgu.ac.kr

www.ttgu.ac.kr

(Revised on Apr. 27, 2020)

1. Qualifications for Admission

International Admission applicants should meet all four of A, B, C, and D requirements below:

- A. Must be a confessing and mature believer who is baptized and has assurance of salvation.
- B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law.
- C. Must hold an MDiv degree or master's degree in related studies with a minimum GPA of 3.3/4.0 (B⁺) or equivalent as recognized by law.
 - a. 'Intercultural Studies' applicant must have minimum 3 years of intercultural ministry experience.
- D. Must be one of the followings:
 - a. International applicants whose both of parents hold foreign citizenships
 - b. Internationals/overseas Koreans who has been educated in a foreign country entire of 16 years, from elementary school to university
 - c. North Korean refugees
 - Dual citizenship (Korea and another) holders are not eligible for International/Expat Admissions.

2. Language Proficiency

- A. For English program
 - a. The official score of TOEFL iBT 71/IELTS 5.5/TEPS 600/New-TEPS 327, which is taken within the last 2 years is required.
 - b. The English proficiency requirement is exempted for those who achieved the bachelor's, master's, or doctorate degree from the US/UK/Canada/Australia/New Zealand/South Africa in English or graduated from an English program of TTGU with 3.3 or higher GPA.

3. Specializations Available in PhD in Theology

Language	Specialization	Credits	Note
English Program	Biblical Studies	25 credits & 6 units	PhD in Christian Counseling (Korean program) is not offered for Fall 2020.
	Historical/Theological Studies		
	Intercultural Studies		
	Educational Studies		

4. Admission Procedure

A. Application

- a. **Online Application: May 1-June 5, 2020**
 - Fill out and submit the application form at TTGU online application website, www.ttgu.ac.kr/apply.
 - Pay the application fee to the school bank account in the applicant's name.
Woori bank 1005-602-443681 (Account Holder: 햇볼트리니티신학대학원)
International Admission - 90,000 KRW

- After completing the online submission of the application form and the application fee payment, print out the application form to submit it to Admissions Office along with other required documents.

b. Submission: May 18-June 10, 2020

- Mail your application form along with other required documents in hard copy to the Admissions Office. All the required application documents must arrive by June 10, 2020.
- If there is any document missing or incomplete, the application will be cancelled.
- Mailing address : Admissions Office, Torch Trinity Graduate University
70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea (Tel. +82-(0)2-570-7375)

B. Personal Inventory Test and Interview

a. Personal Inventory Test: June 13, 2020 (10:00am-12:00pm), Room 203

- Registration and payment on the spot from 9:30am to 10:00am: 15,000 KRW of test fee (cash only)
- The test methods are subject to change according to the COVID-19 situation.
- Applicants can choose the language of the test between Korean and English.
- If applicants are unable to take the test on the given date, they should pay the individual test fee and take the test at Torch Trinity Counseling within the individual test period.
Individual test period: Jun 1-10, 2020, Test fee: 25,000 KRW, Contact: +82-(0)2-570-7115
- Applicants who are applying from abroad may take personal inventory test individually after entry.

b. Interview: in June 2020 (Interview schedule will be notified individually after application.)

- Interview will be conducted online.

C. Notification of the Admissions

a. Notification date: June 30, 2020

Please check the admission result at TTGU online application website. www.ttgu.ac.kr/apply.

b. Tuition payment: July 13-17

c. "Certificate of Admission" for a D-2 visa will be sent to the successful applicant, once the tuition payment and submission of Apostille documents are completed.

d. New Student Orientation: August 18, 3:00pm-5:00pm

e. First day of Fall semester, 2020: August 31

5. Required Documents

- All the application documents should be submitted in an original hard copy which issued within the last 3 months.
- A document written in other than English or Korean should be submitted along with a notarized English translation.
- Please download "school form" at TTGU website and fill it in English.
(http://www.ttgu.ac.kr/index.php?mid=ttgu_app_info_download)

A. **Admission Application:** Print out the application form after online submission at TTGU online application website, www.ttgu.ac.kr/apply.

- Upload a photo in color taken within the last 3 months in size of 450 width x 550 length pixel. As this photo will be used for student ID card, do not use a picture of low resolution, black and white, side of face, or snapshots.

B. **Personal Statement:** Use the “school form.”

C. **Church Membership Certificate:** The certificate should be issued from the church you are attending.

D. **Three Reference Letters, 1 from Senior Pastor and 2 from Professors:** Use the “school form.”

The referee should fill out the “Reference Letter,” seal it in an envelope and sign on the envelope. The letter can be submitted directly by the referee or by the applicant along with other application documents. However, unless it is sealed with signature of the referee, the letter is not accepted.

- For the reference letter from Senior Pastor:
If the senior pastor is oneself or one of family members, the applicant attends a megachurch, or the church does not have a senior pastor, get a reference letter from an associate pastor, youth group pastor, or another pastor who knows the spiritual aspects of the applicant.
- For the reference letter from Professor:
If the professor who was your advisor during your degree program is one of family members, deceased, or not in contact since graduation more than 10 years ago, substitute it by another instructor who has taught the applicant.
- If the referee is other than your senior pastor or professor, explain the reason on your online application form.
- Only if the referee resides abroad, it is allowed to email the e-signed reference letter directly to the Admissions Office, admissions@ttgu.ac.kr.

E. **Graduate Certificates and Official Transcripts of Undergraduate and Graduate Degree**

- These documents should be submitted in English.
- Applicants who has transferred university must submit the official transcripts from all universities previously attended.
- Applicants who are expected to graduate must submit the “Certificate of Expected Graduation,” and must submit the graduation certificate and the final official transcript before entering TTGU.
- A GPA and a percentage score should be indicated on the transcript; If there is no percentage score, it will be converted according to the TTGU criteria.
- For North Korean Refugees, the graduate certificate can be substituted by the “Confirmation of Education” issued by the Ministry of Unification.

The graduate certificates and official transcripts of universities abroad should be acquired either an Apostille or notarization from Korean Embassy/Consulate. The applicants graduated from universities abroad must submit the documents within three weeks after the announcement of acceptance. Please

refer to Appendix for full information.

F. PhD Research Proposal

- PhD research proposal is a kind of introduction of dissertation work that includes methodology of research and brief outline.
- It should provide a tentative title of dissertation, contents including footnote or endnote of quotation, and bibliography.

G. A Copy of Thesis (if available), or research paper written in English from the master's program

H. Certificate of Ministry: a minimum 3 years of intercultural ministry is required: only for 'Intercultural Studies' applicants

I. Certified English Test Score: TOEFL/IELTS/TEPS/New-TEPS score (See 2-A for exceptions)

J. Financial Statement: One of the followings:

- ① A bank statement of the applicant/applicant's parents which has a minimum balance of US\$20,000, issued within the past three months.
 - ② The "Financial Statement (school from)" from the church/denomination/institution/scholarship foundation along with a certificate of employment and bank statement of sponsor.
- It is required for all applicants regardless visa type.

K. School Records Release Request: Use the "school form."

L. Photocopy of Passport: A copy of an Alien Registration Card is also required for residents in Korea.

M. Health Insurance Certificate: A copy of National Health Insurance Service (NHIS) membership or another medical insurance equivalent to the NHIS

- Applicants residing abroad can submit the certificate after entry.

N. Required Documents Regarding Eligibility

a. International applicants whose both of parents hold foreign citizenships: Both ① and ②

- ① A certificate of citizenship or a copy of passport of both parents
 - ② A certificate of family relations or birth certificate
- ※ For Chinese applicants, submit the "Family Register (户口簿)" of oneself as well as parents in place of a certificate of family relations.
 - ※ If one of parents is deceased or parents are divorced, submit a death certificate or divorce certificate, respectively.

b. Internationals/overseas Koreans who has been educated in a foreign country entire of 16 years: Graduation certificates and official transcripts each from throughout elementary to high school

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

<Notice for applicants>

- All the required application documents must arrive by June 10, 2020. Please be advised that it normally takes more than a month to prepare all the required documents, so early preparation is encouraged.

- The English name and date of birth must be same as the passport.
- Except for the documents that cannot be reissued, all the documents and application fee are not returned.
- Applicants should provide a valid own email address, since important notices will be conveyed via email.
- If an applicant decides to renounce admission, he/she must submit the “Application of Admission Abandonment” by the last office day before the semester begins, and the tuition and the entrance fee will be refund in full.
- International students must hold a membership of National Health Insurance Service (NHIS) or another insurance equivalent to the NHIS during their study at TTGU.
- After admission, new students are not allowed to stop-out in the first semester, except for the reason of illness, military duty, or maternity.
- Admission may be canceled if the documents are found to be forged, falsified, or altered.

6. Tuition for Fall 2020

Program	Entrance fee	Tuition	Total
PHD	1,050,000 KRW	4,971,000 KRW	6,021,000 KRW

Students should pay the entrance fee and tuition; The entrance fee is only for the first semester.

7. Dormitory

A. Dormitory information: http://www.ttgu.ac.kr/index.php?mid=ttgu_campus_03

B. Dormitory application: in June 2020, TBA

Dormitory	Room Arrangement	Semester	Vacation
Kiheung	Suite with 4 Bedrooms (2-3 People Share 1 Room)	150,000 KRW	Summer: 100,000 KRW Winter: 150,000 KRW
Yangjae	Twin bedroom	900,000 KRW	570,000 KRW

* New students of Fall 2020 cannot apply for the Yangjae dormitory in the first semester, but from the Spring 2021. The Kiheung dormitory is available from the first semester, yet it is operated only when 4 or more students apply.

8. Contact Information

Ms. Wonhee Lee, Admissions Office

E-mail: admissions@ttgu.ac.kr / Tel. +82-(0)2-570-7375

〈Appendix: Apostille Approval Instructions〉

The graduate certificates and official transcripts of universities abroad should be acquired either an Apostille or notarization from Korean Embassy/Consulate. The applicants graduated from universities abroad must submit the documents within 3 weeks after the announcement of acceptance. All the documents should be in English, and a notarized English translation should be also submitted for the documents written in other languages.

1. Graduates from a university in Apostille convention country:
 - Submit the graduate certificate or official transcript with an Apostille.
 - Apostille Convention Countries:
<http://www.hcch.net/en/states/hcch-members>
 - Designated Competent Authority(ies):
http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41

The list of countries for Apostille certificates

Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belgium, Belize, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Bulgaria, Burundi, Cabo Verde, Chile, China, People's Republic of, Colombia, Cook Islands, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominica, Dominican Republic, Ecuador, El Salvador, Estonia, Eswatini (formerly Swaziland), Fiji, Finland, France, Georgia, Germany, Greece, Grenada, Guatemala, Guyana, Honduras, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Kazakhstan, Korea, Republic of, Kosovo, Kyrgyzstan, Latvia, Lesotho, Liberia, Liechtenstein, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Monaco, Mongolia, Montenegro, Morocco, Namibia, Netherlands, New Zealand, Nicaragua, Niue, Norway, Oman, Palau, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Republic of Moldova, Republic of North Macedonia, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Serbia, Seychelles, Slovakia, Slovenia, South Africa, Spain, Suriname, Sweden, Switzerland, Tajikistan, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine, United Kingdom of Great Britain and Northern Ireland, United States of America, Uruguay, Uzbekistan, Vanuatu, Venezuela

2. Graduates from a university in other countries:
 - Submit the graduate certificate or official transcript with either the notarization or the authentication document from Korean Embassy or Consulate in the country where the certificate is issued.
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>.