General Admission Guidelines

Fall 2021 (Master's Program)

for Korean Applicants

1. Qualifications for General Admission

General Admission applicants **should meet all three of A, and B requirements below:**

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

   For ThM, it should be five years after baptism or confirmation (before June 1, 2016)

B. Must hold a bachelor's degree from an accredited university or equivalent as recognized by law. For ThM, must hold an MDiv degree or equivalent as recognized by law in addition to a bachelor's degree.

* If a foreign applicant does not meet the requirements of the International Admission or has dual citizenship (Korea and foreign nationals), he/she shall apply for the Special Admission or General Admission.

2. Degree Available

Language	Degree Programs	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
	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 Theological Studies (MTS)	2 yrs (4 sem)	38 credits

3. Admission Procedure (Schedule is subject to change according to the COVID-19 situation.)

Online Application	Application Fee Payment and Documents Submission	Personal Inventory Test (Online)	Admission Exams (On-site)	Interview (On-site)
May 3 – Jun. 2	May 24 – Jun. 4	Jun. 8 – Jun. 9	Jun. 18	Jun. 25

A. **Online Application :   May 3 – Jun. 2, 2021**

   a. Fill out and submit the application form at TTGU online application website, www.ttgu.ac.kr/apply.

B. **Application Fee Payment: May 24 – Jun. 4, 2021**

   a. Application fee must be paid in cash until June 4, 5:00 PM by the applicant's name, and credit card payment is not available.

   b. The application fee should be transferred to the school account by adding up the amount of the subject he/she is taking.

- Application fee : 70,000 KRW (all applicants)
- Personal inventory test: 15,000 KRW (all applicants)
- English exam (STTEP): 30,000 KRW (only for English exam taking applicants, See 3-C-a)
- Essay writing test: 7,000 KRW (only for English program applicants See 3-C-b)

c. School Account: Woori bank 1005-602-443681 (Account Holder: 횃불트리니티신학대학원)

d. SWIFT CODE for international transfer

BANK NAME: Woori Bank / BRANCH NAME: Yangjaenam Br.

SWIFT CODE: HVBKKRSEXXX / ACCOUNT HOLDER: Torch Trinity Graduate University

ADDRESS: 60 Yangae-Dong, Seocho-Gu SEOUL, Korea, Postal code: 06752

e. If the applicant does not pay the application fee, the application will be cancelled.

C. **Documents Submission: May 24 – Jun. 4, 2021**

a. Mail your printed application form along with other required documents in hard copy to the Admissions Office. All the required application documents must arrive by Jun. 4, 5:00PM.

b. Mailing address : Admissions Office, Torch Trinity Graduate University

70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea (Tel. +82-(0)2-570-7375)

c. If there is any document missing or incomplete, the application will be cancelled. (See 5-A~L)

d. School form download is available from the website. (Admission > Application Information > Form Download)

D. **Personal Inventory Test: Jun. 8 – Jun. 9, 2021 (online)**

a. The online personal inventory test link will be sent individually to the applicants who have completed the online application, payment of the application fee, and submission of the application documents.

b. Applicants must individually access the personal inventory test site and take the test within the period of 6. 8-6. 9.

c. It takes 1 to 2 hours depending on individual differences, and applicants can choose the language of the test between Korean and English.

E. **Exams: Jun. 18, 2021, Room 203 (TTGU Academic Bldg.)**

a. **English Exam (STTEP)   1:00PM-3:00PM**

- STTEP consists of listening (50 questions), grammar (20 questions), and reading (50 questions). *Test time: 2 hours

- It is substitutable with the TOEFL/TEPS/IELTS score taken after May 1, 2019, and the score will be converted according to the school conversion standards (For foreign applicants, refer to the 4-H-④.)

- Note. TOEIC score is not acceptable from the fall 2021 admission.

b. **Essay Writing   3:20PM-4:00PM**

- Write an essay on a given topic. *Test time: 30 minutes

- Only English program applicant should take essay writing test, even after submitting TOEFL/TEPS/IELTS score.

   c. **Bible Exam   4:10PM-4:50PM**

- Bible exam consists of 50 multiple-choice questions of Old Testament and New Testament. *Test time: 40 minutes
- ThM applicant is exempted from the Bible exam.

F. **Interview: Jun. 25, 2021, Room 203 (TTGU Academic Bldg.)** *Time/place will be notified individually after application.

   a. Interview is conducted individually.

   b. 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. Interview will be conducted in English for the English programs and in Korean for the Korean programs.

G. **Notification of the Admissions**

   a. **Notification date: Jul. 2, 2021**

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

   b. Tuition payment: Jul. 12 – Jul. 15, 2021

   c. New Student Orientation: Jul. 20, 2021, 1:00-4:00pm

   d. First day of Spring semester: Aug. 30, 2021

4. 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 out either in English or Korean according to each respective program.
  (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" revised on Oct 6, 2020.

C. **Two Reference Letters, each from Senior Pastor and Professor**: Use the "school form."

The referee fills out the 'Reference Letter' form and sends it by e-mail (admissions@ttgu.ac.kr), or puts the printed copy in an envelope and seals it, and then sends it directly by post.

<u>\<Caution\> Applicants should not view the contents of the reference letter under any circumstances, and unsealed reference letters are not accepted.</u>

① For the **reference letter from Senior pastor**: Submit a reference letter of the Senior pastor or associate pastor/youth pastor of the church currently attending. (If the Senior pastor is oneself or one of family members, get a reference letter from another pastor.)

② For the **reference letter from professor**: Submit a reference letter from the former professor or advisor/leader/supervisor/Bible study leader who knows your academic aspects well. (If the professor is one of family members, get a reference letter from another referee.)

- If the referee is other than your senior pastor or professor, explain the reason on your online application form.

- 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 email or mail.

D. **Graduate Certificate and Official Transcript of Undergraduate Degree**

- These documents should be submitted either in English or Korean according to each respective program, while the documents from a university abroad should be in English.

- All applicants must submit the graduate certificate and the official transcript of bachelor's degree.

- <u>ThM applicants</u> must submit the graduate certificate and official transcript of MDiv degree in addition to the bachelor's degree. It is optional, for other program applicants to submit the graduate certificates and/or official transcripts of master's and/or doctorate.

- 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.

> The graduate certificates or official transcripts of universities abroad should be acquired either an Apostille or Consular Notarization from Korean Embassy/Consulate. The applicants graduated from universities abroad must submit the documents within two weeks after the announcement of acceptance. Please refer to Appendix for full information. (See Appendix: Apostille Approval Instructions.)

E. **TOEFL/TEPS/IETLS Score**

- TOEFL/TEPS/IETLS (taken after May 1, 2019) can be submitted to the English exam

(STTEP), and the scores will be converted according to school conversion standards.

- For Korean applicants there is no minimum score for admission, but foreign applicants must meet the minimum score in the "4-H-④".

F. **Required Documents for Foreign Applicants Only** (Korean applicants don't submit these documents below)

① **Photocopy of Passport**: Foreign applicants residing in Korea must submit a copy of alien registration card also.

② **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.

③ **Financial Statement**: Only for the student-visa applicant

- A bank statement of the applicant/applicant's parents which has a minimum balance of US$20,000, issued within the past three months.

- The "Financial Statement (school from)" from the church/denomination/institution/ scholarship foundation along with a certificate of employment and bank statement of sponsor.

④ **Language Proficiency Approval Documents**

- **English program applicant**: TOEFL iBT 71/IELTS 5.5/TEPS 327 or higher which is taken after May 1, 2019 is required.

- **Korean program applicant**: TOPIK level 4 or higher, and TOEFL/IELTS/TEPS score (without minimum) which is taken after May 1, 2019 is required. Korean program applicants can take English exam (STTEP) instead of the TOEFL/IELTS/TEPS.

- Applicants from countries where English is the official language will be exempted from submitting TOEFL/IELTS/TEPS scores if they have obtained a bachelor's or higher degree in English locally, but they must to take STTEP/essay writing test.
  * Countries that use English as their official language are determined according to "Countries & Regions" of the Ministry of Foreign Affairs of the Republic of Korea (mofa.go.kr).

<Notice for applicants>

1. <u>All the required application documents must arrive by Jun. 4, 2021.</u> Please be advised that it normally takes more than a month to prepare all the required documents, so early preparation is encouraged.

2. The English name and date of birth must be same as the passport.

3. Applicants should provide a valid own email address, since important notices will be conveyed via email.

4. Except for the documents that cannot be reissued, all the documents and application fee are not returned.

5. Admission may be canceled if the documents are found to be forged, falsified, or altered.

6. If an applicant does not take any of the entrance exams (including personal inventory test) or commit cheating during the exam, he/she will be disqualified.

7. If the applicant resides abroad or is quarantined for covid-19, the entrance exams and interview can be taken online. In this case, the applicant must submit relevant documents in advance.

8. 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.

9. After admission, new students are not allowed to stop-out in the first semester, except for the reason of illness, military duty, or maternity.

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

5. Tuition (as of 2021)

Program	Entrance fee	Tuition	Total
MDiv, MTS	800,000 KRW	3,426,000 KRW	4,226,000 KRW
MA, MEd, ThM	830,000 KRW	3,585,000 KRW	4,415,000 KRW

* The entrance fee is only for the first semester.

6. Scholarship Information

A. Scholarship available (from the second semester)

① Internal Scholarship: Homepage (www.ttgu.ac.kr) > Academics > Academic Policy > Scholarship > Internal Scholarship (→ link)
Academic scholarship, financial aid scholarship, and work-based scholarship are paid between 1 million won and 2.4 million won depending on the type of scholarship.

② External Scholarship: Homepage (www.ttgu.ac.kr) > Academics > Academic Policy > Scholarship > External Scholarship (→ link)
Financial supports (250,000 KRW to the full tuition) are awarded depending of the type of scholarship.

7. Dormitory (as of 2021)

A. Dormitory information: Homepage (www.ttgu.ac.kr)>About TTGU>Campus>Dormitory (→link)

B.   Dormitory application: to Business Office (Tel. 02-570-7099)

C.   Dormitory fee (*not including meals)

D. Dormitory	Room Arrangement	Semester	Vacation
Yangjae	Twin bedroom	900,000 KRW	570,000 KRW
Kiheung	Suite with 4 Bedrooms (2-3 People Share a Room)	150,000 KRW	150,000 KRW

* New students of Fall 2021 can enter the dormitory only if there is a room available.

* Yangjae Dormitory preferentially selects students who commute from a distance.

* The Kiheung dormitory 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 2 weeks after the announcement of acceptance. All the documents should be in Korean or 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, Colombia, Cook Islands, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominica, Dominican Republic, Ecuador, El Salvador, Estonia, Eswatini, Fiji, Finland, France, Georgia, Germany, Greece, Grenada, Guatemala, Guyana, Honduras, Hungary, Iceland, India, Ireland, Israel, Italy, Jamaica, Japan, Kazakhstan, 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, Singapore, 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 the "Consular Notarization" issued by the Korean Embassy/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.cdgdc.edu.cn.