

2021 Academic year

Guidelines for Seminary applicants

THEOLOGY (M.Div Program)

Supernumerary Admission

(Foreigners/ Overseas citizens, North Korean refugees)



PUTS

*Guidelines on Admission (Supernumerary) for M.Div. Program of Seminary
for 2021 Academic Year*

1. Admission quota and required years

Degree	Quota	Required years
Master of Divinity	00 people	3 years

2. Eligibility

A. Those who meet the conditions as below:

- a. North Korean refugees
- b. Foreigners (both parents are foreigners)
- c. Overseas residents or Foreigners who completed elementary/secondary education and college education (16 years) abroad

B. Among those who conform to above 'A', any of the following whom:

Classification	Details
1) North Korean Refugees	A person who has been baptized at least for 5 years (before 2016. 2. 29, as of 2021. 2. 28 present) or entered a faith at least for 3 years (before 2018. 2. 28, as of 2021. 2. 28 present), and was recommended by a senior pastor from the church.
2) Foreigners or Overseas residents	A person who has been baptized at least for 5 years (before 2016. 2. 29, as of 2021. 2. 28 present) or entered a faith at least for 2 years (before 2019. 2. 28, as of 2021. 2. 28 present), and was recommended by a senior pastor from the church.

C. Among those who conform to 'A' and 'B', who achieved level 3 or higher at TOPIK (Test Of Proficiency In Korean) (in order to graduate, students should **achieve level 4 at TOPIK before the graduation. North Korean Refugees are exempted from TOPIK.** The score of TOPIK is valid which is taken within 2 years.)

D. Those who are already ordained are not eligible, the acceptance shall be cancelled if it is verified later.

3. Selection details

A. 1st selection: document screening

B. 2nd selection: Interview/ Oral examination and Statement of personal.

4. Schedule

Classification	Schedule	Venue and notes
Application and Submission of Documents	Tuesday, November 10 th , 2020 ~ Thursday, 12 th , 09:30 ~ 17:00	Application (On-line)/ Submission of Documents (submitted by post or by visit in person)
Interview / Oral examination	Thursday, January 7 th , 2021	PUTS exam venue
Announcement for candidates	Tuesday, January 12 th , 2021, 13:00 ~	PUTS website

5. Notice for Application and Documents Submission

- A. Online Application: After accessing the banner of ‘Application for Theological Seminary’ on the PUTS website (<http://www.puts.ac.kr>), fill in and save the necessary information, print out test verification slip. Make sure to carry the slip with you during the admission period. **[Supplies: a photo that is available for identification (400 x 540 pixels, only jpg file can be saved)]**
- B. Submission of Documents and Registration: Access PUTS website (<http://www.puts.ac.kr>) via the Internet. Download the documents [homepage – admission guide – admission form] and meet the requirements and submit them by the deadline. Submit by post (based on arrival) or visit by 17 o’clock.

6. Required documents

*all the documents should be **original issued within 3 months of submission deadline.**

No.	Documents	Notes
1	Certificate of (expectant) Graduation	- Primary and secondary education and college, graduate school education entire course, 1 copy for each level of education - In case of the Chinese degree, applicants should also submit a copy of diploma (certificate of graduation)
2	Transcripts	- College / until the first semester of senior year for the graduation expectant - GPA should be written in percentage

<Reference for those who graduated from foreign college or university regarding above 1, 2 documents>

- Member States of the Apostille Convention: Apostille of graduation certificate and transcripts / www.apostille.go.kr

- Non-Member States of the Apostille Convention: The Apostille or the attachment of an authentication of graduation certificate and transcripts **issued by the Korean Embassy or Consulate located in the country of degree acquired institutions / For Chinese degrees, accreditation verification issued by the academic accreditation center run by Chinese Ministry of Education**

<Academic Accreditation Agency of Chinese Schools>

- Center for the Development of Chinese Degree and Researchers’ Education (Degree Certification Center of Ministry of Education, www.cdgd.edu.cn)

No.	Documents	Notes
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- Sign up through Seoul Confucius Academy, which is an official agency in Korea 首尔孔子学院 (Corporation for Cultural Cooperation between Korea-China, www.cis.or.kr, 02-554-2688)

※ Since it may take a long time for graduates of Chinese universities to issue documents, it is required to prepare documents in advance so that you can apply in time.

<Status of Member States of the Apostille Convention>

*Inquiry: Ministry for Foreign Affairs 02-2100-7500

Area	Member States
Asia, Oceania	Australia, part of China (Macau, Hong Kong), Japan, South Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, The Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Holland, Norway, Poland, Portugal, Russia, Rumania, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Turkey, Kyrgyzstan, Macedonia, Ukraine, the United Kingdom, Andorra, Armenia, Azerbaijani Republic, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America	The United States of America
Central and South America	The Argentine Republic, the United Mexican States, Panama, Republic of Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Commonwealth of Dominica, The Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia
Africa	The Republic of South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles, Tunisia
Middle East	Oman, Israel, Bahrain, Morocco

3	Baptismal Certificate	
4	Recommendation letter from the senior pastor	- Form offered by PUTS
5	Affidavit of character from church (organization) recommended	- Form offered by PUTS
6	Certificate of bank balances	- Certificate of bank balances of applicant or his/her parents, over \$20,000 should be submitted - Issued by bank within 1 month - Only applicable for those who are subjects of student visa (D-2)
7	Statement of Personal	- Directly fill in the Internet online form from Thursday, December 10th, 2020 to Monday, December 28th, 2020 at 17:00. Please be aware that it is impossible to fill in after 17 o'clock of the due day. ① Growth background (including family relations) (less than 700 characters) ② Experience and confession of faith (including the personal idea on applicant's salvation) (less than 700 characters) ③ Pastime and strengths and weakness as a cadet of minister (specialty, aptitude, hobby, etc.) (less than 800 characters)

No.	Documents	Notes
		④ Volunteer activities for church and community (less than 500 characters) ⑤ Reasons for applying PUTS and the personal understandings on the Presbyterian Church of Korea (less than 500 characters) ⑥ Personal understandings on the holiness of the church and public accountability of the church (less than 500 characters) ⑦ As a minister cadet, personal vocation and dedication for God's Kingdom. (less than 500 characters) ⑧ Academic interests and future plans after graduation (less than 500 characters)
8	Certificate of foreign nationality	- It can be substituted by a copy of citizenship certificate
9	Certificate of nationality loss report	- Issued by Immigration Office (submit only those who are applicable)
10	Certificate of facts concerning the entry & exit in Korea	- Issued by Immigration Office (submit only those who are applicable)
11	Copy of the registration of overseas Koreans	- Only applicable for Korean nationals abroad
12	Copy of passport	- North Korean refugees are exempted
13	TOPIK score reports	- Submit level 3 or higher (students should acquire level 4 or higher in order to graduate) - Score reports only acquired within 2 years of the deadline for application shall be accredited - North Korean refugees are exempted
14	Copy of certificate of alien registration	- Only applicable for foreigners who are currently residing in Korea
15	Copy of foreign citizenships (applicants and both parents')	- Only those who are applicable - Documents listed below are mandatory for Chinese: <ul style="list-style-type: none"> • The copy of the ledger of family members of applicant and his/her parents and its Korean translated copy (English name should be included) • The copy of the certificate of residence for all the members on the ledger • It should be submitted with authentication • If applicant is not with his/her parents on the ledger of family members, original copy and translated copy of certificate of relatives should be submitted with authentication
16	Certificate of North Korean Refugees	- Only applicable for North Korean refugees

※ Recipient's address: To Admission Officer of Presbyterian University and Theological Seminary
 (04965) 25-1 Gwangjangro 5-gil, Gwangjingu, Seoul, Korea

※ Only documents that arrive within the deadline are accepted.

7. Guidance on submissions by Application Qualification

*all the documents should be original issued within 3 months of submission deadline.

Qualification	Foreigner	Foreign residents educated overseas for 16 years	North Korean Refugee	Note
Certificate of (expectant) Graduation	○	○	○	For graduation expectant should submit the certificate with the number of degree after entrance
Transcripts	○	○	○	
Baptismal Certificate	○	○	○	
Recommendation letter from the senior pastor	○	○	○	
Affidavit of character from church (organization) recommended	○	○	○	Form offered by PUTS
Certificate of bank balances	△	△	X	for those who are subjects of student visa (D-2)
Statement of Personal	○	○	○	Directly fill in the on-line form during the period of application via application system
Certificate of foreign nationality	○	△	X	Can be substituted by the copy of certificate of citizenship
Certificate of nationality loss report	△	△	X	Issued by Immigration Office
Certificate of facts concerning the entry & exit in Korea	△	△	X	Issued by Immigration Office
Copy of the registration of overseas Koreans	X	△	X	
Copy of passport	○	△	X	
TOPIK score reports	○	○	X	Level 3 or higher (should acquire level 4 or higher before graduation)
Copy of certificate of alien registration	△	△	X	foreigners who are currently residing in Korea
Copy of foreign citizenships (applicants and both parents')	○	△	X	In case of China, the certificate of family member
Certificate of North Korean Refugees	X	X	○	North Korean refugees

○: Compulsory / X: not applicable / △: if applicable

8. Application Fee

- A. Fee: 50,000 KRW
- B. To ensure fairness in the admission process, ‘the admission fee excluding electronic payment fees shall be refunded before the closing date of application’, and it shall ‘not be refunded after the application closing date’.

9. Notandum of Interview / Oral examination

- A. It is screened that the applicants are qualified with vocation, personality, character as a minister during interview.
- B. Applicants can be rejected when they are considered disqualified to become a minister or impossible to study.
- C. For those who has legal and moral problems (such as ex-convicts, divorces, remarriage, etc.) will be re-interviewed to determine whether they are accepted or not.
- D. On-line interview is not conducted.
- E. If you are considered lacking in Korean proficiency during the interview, you may be rejected.

10. Notandum

- A. All the documents submitted **must be in either Korean or English, and other foreign languages must be translated into Korean or English and submitted with notarization (notarization of translation).**
- B. If a document is submitted as a copy, the original copy must be presented together so that the original can be compared.
- C. You must bear any disadvantages caused by errors or false entries in all documents, and if you are found to have passed the exam in an improper manner, your acceptance will be invalidated.
- D. No documents or admission fees will be returned once they are received.
- E. You can join a residence hall (dormitory).
- F. You cannot take a leave of absence in the first semester of the freshmen year except for a leave of absence due to illness and military enlistment.
- G. The degree of a foreign university acquired through telecommunication, Internet, or short-term attendance class is not accredited, but only the degree obtained while staying in the country is accepted.

- H. If a student who is accepted as a graduate expectant fails to submit his/her graduation certificate due to postponement of graduation and so on, his or her acceptance will be invalidated.
- I. **You have to pass the Bible Comprehensive Test until the second semester of the second year of seminary to get promoted to the third grade.**
- J. **If an applicant from another denomination is accepted, he/she must change to this denomination (The Presbyterian Church of Korea) before the end of the first semester of the first grade.**
- K. **If you have a foreign nationality, please consult with the presbytery and submit your application, referring th the contents of the second chapter of the General Assembly Constitution.**

Chapter 4 THE CURCH AND ITS OFFICERS

Article 21 Classification of the Officers of the Church

1. The officers are in one of two categories: permanent and temporary.
2. Those who have foreign nationality cannot be officers of the church. However, exceptions are made in the following cases:
 - ① A missionary for foreign workers
 - ② Special professional ministry sector recognized by the presbytery (such as youth education)
 - ③ Overseas missionary

- L. Please contact the Department of Education and Scholarship (Seminary) for more information.

☎ Department of Education and Scholarship (Seminary) 02-450-0738~9 / <http://www.puts.ac.kr>

11. Guidelines for the final prospective students


- A. **Spirituality Formation Training**: It is mandatory for all students during the first year of the Seminary. All students must dwell in the dormitory for one semester. The school designates and notifies the subjects and the semester to join the dormitory.
- B. **Introduction to Theology**
 - 1) Subject: Entire freshmen of department of Theology (Department of Theology and Department of Christian Education/ Those who graduated from the department of theology or department of Christian Education belonging to the General Assembly of this denomination will be exempted from it)
 - 2) It is mandatory course with 2 credits (noncredit, which will not be counted for graduation requirements)
 - 3) It is conducted in on-line manner.
 - 4) You must complete the course before the opening of the first semester, and those who have not completed the course cannot apply for the first semester.
- C. **Seasonal Semester**
 - 1) Please note that we are offering the following seasonal semesters (Hebrew, Greek/ 4 credits each)

- a. Class period: Monday, January 18th, 2021 ~ Friday, February 5th, 2021 (scheduled), (total of 64 hours)
 - b. Tuition: 216,000 KRW (it is based on 2020 academic year, there may be change in 2021)
- 2) Please note that Hebrew and Greek classes are compulsory subjects with 4 credits, not are not included in graduation requirements.
 - 3) Hebrew class is open in the first semester, and Greek class is in the second semester.

D. Freshmen Orientation

- 1) Subject: entire freshmen of the Seminary
- 2) Date: Tuesday, February 23rd, 2021 ~ Wednesday, February 24th, 2021, 1N 2D (Scheduled)
- 3) Venue: Han KyungJik Memorial Chapel of PUTS and other facilities

E. Personality Test

- 1) Subject: entire freshmen of the Seminary
- 2) Date: Tuesday, February 23rd, 2021, Scheduled
- 3) Venue: Classroom in the SoYang Building of PUTS (will be noticed later)
- 4) Fee: 10,000 KRW (individual burden)
- 5) Superintend: Student Life Counseling Center [ 02-450-5421]