

Instructions for Online Application

Dear Applicant,

Thank you for applying to ACTS International Graduate School (AIGS).

To ensure a smooth online application process, please carefully read the following instructions and prepare the required documents in advance.

Additional information can be found on the homepage. The **online application form will only be accessible during the official application period (15th August – 15th September)**, so it is essential that all documents are ready beforehand.

Incomplete applications will **not** be considered. Please type all required information and upload the necessary documents during the online submission process.

Required Documents

1. Medical Certificate

Please use the school's medical certificate form (attached to these instructions) and ensure it is certified by a licensed physician.

2. Passport Photo (3.5 cm x 4.5 cm)

A recent photo taken within the last six months is required. No Photoshop

editing allowed.

3. Valid Passport Copy

The passport must be valid for at least one year from the date of application.

4. Diplomas and Transcripts with Official Seal

- 1) Copies of graduation certificates and transcripts must be sealed and notarized in accordance with Apostille standards.
- 2) If the original documents are not in English, a certified English translation must also be notarized according to Apostille standards.
- 3) Failure to submit properly notarized documents will result in disqualification.

5. Proof of English Proficiency

- 1) A valid English proficiency certificate (e.g., TOEFL, IELTS, CEFR, TEPS) issued within two years of application must be submitted.
- 2) Applicants from countries or colleges where English is the official language of instruction are exempt but must submit an official letter from their undergraduate college as proof.

6. Health Condition Declaration (if applicable)

- 1) *Submit a signed declaration disclosing any serious physical or psychological illnesses treated by professionals within the past five years.
- 2) Failure to disclose may result in dismissal from the program.

7. Spousal Statement (if married)

*One-page (A4) **of** statement by your spouse expressing their thoughts and feelings about your desire to attend AIGS.

8. Scholarship Requirements and Responsibilities

Description	Specifics		M.Div.	Th.M.	Th.M.+Ph.D.
ACTS Responsibility	1	ACTS Grant	US \$5,600	US \$7,200	US \$9,400
	2	ACTS Matching Fund	US \$2,000	US \$2,000	US \$2,000
	Sub Total		US \$7,600	US \$9,200	US \$11,400
Student's Responsibility	1	Academic Scholarship (Min. GPA 3.0)	US \$2,400	US \$2,400	US \$2,400
	2	16 Hours Work & Study Scholarship	US \$2,000	US \$2,000	US \$2,000
	3	Church Matching Fund	US \$2,400	US \$2,400	US \$2,400
	4	Registration Fee	US \$600	US \$600	US \$600
	Sub Total		US \$7,400	US \$7,400	US \$7,400
Total			US \$15,000	US \$16,600	US \$18,800

- 1) **Academic Scholarship:** The enrolled students must maintain a minimum GPA of 3.0 to remain eligible.*
- 2) **Work and Study Scholarship:** The enrolled student is required to apply for a 16-hour Work and Study Scholarship each semester to receive it.
- 3) **Church Matching Fund:** The student is solely responsible for securing their own Church Matching Fund. The school does not provide or arrange this funding.
- 4) **Registration Fee:** The student is responsible for paying the Registration Fee (KRW 300,000) each semester.

9. Christian Commitment Form

- 1) **Statement of Personal Testimony:** Prepare a statement of your Christian commitment and a brief autobiography, including your testimony, understanding of God, and how your faith is expressed in

your life. (Limit: 2,000 characters)

- 2) **Statement of Ministerial Calling:** Prepare a brief autobiography including aspects of your childhood, education, volunteer experience, interests/hobbies, and your sense of calling to Christian ministry. (Limit: 2,000 characters)

10. **Academic Thesis Proposal** (*Th.M., Th.M.+Ph.D., and Ph.D. applicants only*)

State your proposed research topic and the objectives you seek to achieve through the program. Include a brief overview of your academic and theological background. The proposal should be approximately 1,500–2,000 words in length.

Important Notes

- All required documents must be scanned and uploaded online for verification by the AIGS Registrar's Office **before** being sent by post.
- Documents sent by post without prior upload and verification will **not** be accepted or stored.
- Failure to upload and submit verified documents by the application deadline will result in your application being considered incomplete or invalid.
- Documents submitted by post will **not** be returned, even if the application is rejected due to incompleteness or other reasons. Please refrain from requesting the return or storage of documents for future use.

Thank you!

AIGS Registrar's Office