

# 2017

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**FGV/EAESP**

Public Administration

**VESTIBULAR**  **FGV**

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**ADMISSION PROCESS FOR FOREIGN CANDIDATES**

## INTERNATIONAL ADMISSION PROCESS – OTHER EXAMS

Information about admission to the Bachelor Program in Public Administration, offered by Escola de Administração de Empresas de São Paulo – FGV/EAESP, starting in the 2<sup>nd</sup> semester of 2017.

This admission process is valid only for application to the program in the 2<sup>nd</sup> semester of 2017 and does not correspond to places in subsequent admissions.

The places offered for the 2<sup>nd</sup> semester of 2017 are distributed as follows:

MAJOR	SEMESTER	INTERNATIONAL ADMISSION PROCESS – OTHER EXAMS
Public Administration	2 <sup>nd</sup>	2

### APPLICATION

Those eligible to apply for Admission are exclusively candidates who:

- I- are foreigners or Brazilians who possess dual nationality;
- II- attended the last 4 (four) years of compulsory education in educational institutions located outside of Brazil;
- III- do not possess a Bachelor's Degree.

It is the student's responsibility to attain proper immigration status in Brazil, which encompasses obtaining a visa and updating registration as a foreigner. Such status is indispensable for carrying out enrolment and subsequently for the renewal of enrolment at the beginning of each academic year.

**Candidates applying for the International Process – Other Exams are exempted of the application fee.**

### REQUIRED DOCUMENTATION

To participate in the application process, foreign candidates must submit, via email to [cacr@fgv.br](mailto:cacr@fgv.br), the following documents by May/10/2017:

- Application Form (PDF format). Download the form [here](#);
- Curriculum Vitae, signed by the candidate (PDF format);
- 2 (two) Recommendation Letters, with identification and signature of the recommending parties, as well as a description of their professional occupations (PDF format);
- Motivation Letter: the candidate shall write a text describing the reasons and motivation to apply to the Bachelor Program in Business Administration offered by FGV-EAESP. The text might include information about the candidate's personal history, his/her interests in terms of subjects and fields of knowledge, the type of work he/she intends to do and what social impact he/she wants to make with his/her future profession, provided that this information contributes to justify his/her choice for FGV-EAESP. The text shall be submitted in doc, docx or pdf format with the following layout: Times New Roman font (size 12), simple line spacing, standard margins (upper: 2.5 cm; lower: 2.5 cm; left: 3.0 cm; right: 3.0 cm) and a maximum of 100 lines.

The Motivation Letter shall be verified through anti-plagiarism software. In case plagiarism is detected in the documents, the candidate shall be eliminated from the admission process. It will be considered plagiarism the

copy or mere adaptation of parts of other sources without the correct quotation. The author/source must be properly quoted on the text.

The documents Curriculum Vitae, Recommendation Letters and Motivation Letter shall be sent in English, Spanish or Portuguese.

- Digitized copy of the Secondary School Transcript listing classes taken and their respective grades (PDF format) for all levels of Secondary School;
- Certificate of Proficiency in Secondary School Knowledge (PDF format), such as:
  - SAT Reasoning Test (United States of America);
  - ACT- American College Testing (United States of America);
  - International Baccalaureate Diploma Programme (IBDP)
  - Ciclo Básico Común (Argentina);
  - Prueba de Selección Universitaria (Chile);
  - EXANI-II Admisión (Mexico);
  - Other similar exams.
- Digitized copy of the letter of declaration that the candidate does not possess a Bachelor's Degree, signed by the candidate (PDF format);
- Digitized copy of the Certificate of Secondary Education Completion in the country outside of Brazil where the candidate attended school (PDF format);

In case there is no issuance of a Certificate of Secondary Education Completion in the country where the candidate attended school, it may be replaced by a Conclusion Statement issued by the educational institution attended by the candidate;

In the event of the Secondary Education Completion Certificate not being available before the application deadline, FGV shall provisionally accept a Secondary Education Conclusion Declaration by the educational institution attended by the candidate;

- Digitized copy of the candidate's identification documents, as well as those of his/her parents (PDF format);

In the absence of the ID, the candidate shall submit a digitized copy of his/her passport, birth certificate or other official document that mentions parentage, place of birth and date of birth.

- It is desirable but not mandatory that the candidate submit a document attesting his/her proficiency in the English or Spanish languages, such as:
  - TOEFL IBT (English language);
  - IELTS Academic (English language);
  - DELE- Diplomas de Español como Lengua Extranjera (Spanish language).

In the event of approval in the International Admission Process – Other Exams, the candidate must present, at the time of enrolment, the originals for all the documents submitted electronically, with exception to parents' documents. The original documents shall be returned to the candidate at the end of the enrolment process.

### **PHASES AND CRITERIA OF THE ADMISSION PROCESS – OTHER EXAMS**

The admission process, conducted by the Committee of Admissions for International Admission Process – Other Exams, shall consist of two phases:

### First Phase

Candidates who do not fit the requirements presented in the section “APPLICATION” or who do not submit all the required documentation specified in the section “REQUIRED DOCUMENTATION” shall be automatically disqualified.

Candidates’ academic performance shall be assessed based on the secondary school knowledge proficiency exam, the Secondary School Transcript and, when submitted, the proficiency exam in English or Spanish.

Candidates’ sociocultural profile shall be assessed based on the Curriculum Vitae, the 2 (two) Recommendation Letters and the Motivation Letter.

Candidates best evaluated on academic performance and sociocultural profile shall be selected for the second phase.

FGV may approve in the first phase a number of candidates lower than the 2 (two) places available for candidates.

### Second Phase

The Oral Exam, conducted in person or via web, will take place until May 31st of 2017, to be scheduled in advance, informed to the summoned candidates individually.

### RESULTS

FGV shall rank the candidates based on their performance in the 2 (two) phases.

- Candidates shall be listed in descending order, considering performance in the two phases, and the 2 (two) candidates with the best results shall be selected, which shall represent the list of the APPROVED CANDIDATES.
- Candidates ranked from 3<sup>rd</sup> (third) to 20<sup>th</sup> (twentieth) place shall enter a WAITING LIST and may later be called for enrolment, should prior candidates decline.

In the event of a tie, the oldest candidate shall have preference.

The candidate approved in the Admission Process – Other Exams shall take elective courses in English and Spanish. FGV/EAESP shall also offer a Portuguese Language Course for foreign students, free of charge.

### PUBLICATION OF RESULTS AND ENROLMENT FOR THE INTERNATIONAL ADMISSION PROCESS – OTHER EXAMS

The List of candidates approved in the International Admission Process – Other Exams shall be published on June/14/2017 and shall be available on the website [www.fgv.br/processo-seletivo-cgap-estrangeiro-2semestre](http://www.fgv.br/processo-seletivo-cgap-estrangeiro-2semestre) menu “Resultados”.

In the event that places reserved for International Admission Process – Other Exams are not filled by June/30/2017, these places shall be filled by successful candidates approved in the Local Admission Process- VESTIBULAR.

FGV-EAESP reserves the right to not complete the places reserved for the International Admission Process – Other Exams

The enrolment shall be realized according to the schedule available in item 7- EFETIVAÇÃO DO VÍNCULO COM A FGV (from the Decree and the Candidate’s manual, in Portuguese) and upon enrolment, the candidate must follow all the criteria and submit all the required documents specified in item 7.5. DOCUMENTAÇÃO OBRIGATÓRIA PARA

ACEITAÇÃO DA MATRÍCULA (from the Decree and the Candidate's manual, in Portuguese ).

Candidates may only enrol if they submit all the required documents, including the Certificate of Secondary Education Completion, or equivalent, and the original Secondary School Transcript, in two copies. The candidates shall be aware that the lack of submission of the proof of education of Secondary School or equivalent, for all purposes, shall void their rank in the process.