

# APPLICATION GUIDE

COHORT STARTING IN JULY 2022

# OneMBA



ESCOLA DE  
ADMINISTRAÇÃO  
DE EMPRESAS  
DE SÃO PAULO

# SUMMARY

ONEMBA .....	3
APPLICANT PROFILE .....	3
APPLICATIONS .....	3
PARTICIPATION IN THE ADMISSION PROCESS .....	6
PERSONAL INTERVIEW .....	6
ADMISSIONS PROCESS SCHEDULE.....	6
REFUNDABLE SCHOLARSHIP .....	7
ORIENTATION DAY & LEADERSHIP PIPELINE SESSION .....	7
INVESTMENT .....	7
ENROLLMENT.....	8
ENROLLMENT CANCELLATION.....	9
<b>ANNEX</b>	
ANNEX I – GENDER IDENTITY .....	10
ANNEX II – APPLICANT WITH DISABILITIES.....	11

## **ONEMBA**

OneMBA was established in 2002 as a global executive MBA program that develops knowledge on the real world of business by means of interpersonal relationships and in-depth reflections, based on applied theoretical fundamentals that enable students to rethink their views of business phenomena. International residency immersions, multi-cultural challenges and a team of global professors make the OneMBA a unique experience in terms of credibility, recognition, and transformation in how one perceives the world.

OneMBA is conducted by a consortium of world renowned and accredited business schools from four countries in three continents. The program addresses current topics of the business environment and discusses best management practices in each world region, instilling in its students a worldview based on different perspectives and meanings.

Participants from several countries meet in three immersive global residencies in four different continents. They participate in lectures by local professors and executives, have technical visits at regional and multinational companies, attend meetings with business managers and government officials, and take part in social immersion activities.

In two global courses and a social impact challenge, students form teams with participants from other countries, adding diversity in terms of cultural history, academic background, professional practice, age, and industries. These global courses include a comprehensive project that requires teamwork skills (both remote and on-site) and the ability to evaluate business based on different conceptual views. The social impact challenge is conducted mostly asynchronously, with self-selected teams across the member schools meeting up with companies to tackle a social or environmental issue and, at the end of the project, the teams deliver a strategic solution to that specific challenge. Local courses complement students' development and aim to speed up students' professional success, while the Knowledge Track short courses, offered to all OneMBA students in all partner schools, convey current topics and megatrends. The Business Game Simulation wraps up all the acquired knowledge and allows students to be able to make informed decisions in a risk-free environment.

This selection process is for the OneMBA class that will **July of 2022**. The global calendar and the program curriculum are available in the [OneMBA Class 2023/2 Brochure](#).

## **APPLICANT PROFILE**

Experienced managers, industry practitioners, consultants and entrepreneurs with at least seven years of professional experience - including the management of teams - who wish to become leaders of global companies or manage global projects. Applicants selected for each cohort should comprise a varied set of academic background, industry experience, functional position in their companies, gender, age, psychological traits, social and technical skills.

## **APPLICATIONS**

The admissions process is coordinated by the *Processo Seletivo FGV* department, at the following address:

*Processo Seletivo FGV (Selection Process FGV)*

Rua Itapeva, 432 – Bela Vista – CEP 01332- 000

Hours: Mondays-Fridays from 8:00 a.m. to 7:00 p.m.

Phone Nr.: 0800 770 0423 or +55 (11) 3799-7711.

*E-mail:* [processoseletivo@fgv.br](mailto:processoseletivo@fgv.br)

To take part in the OneMBA admission process, please submit your application entirely online at <https://cacr.fgv.br/sp/pos/adm/onemba>, in one of the following application periods:

- 1st application period: **March 21 to April 22** of 2022 (until 6:00 p.m.)
- 2nd application period: **April 22** (after 6:00 p.m.) to **May 20** of 2022 (until 6:00 p.m.)
- 3rd application period: **May 20** (after 6:00 p.m.) to **June 20** of 2022 (until 6:00 p.m.)

## Online Application Step-By-Step

1. Complete the **application form**;
2. Attach personal and academic **documents**;
3. Provide the e-mail addresses of **two recommenders**. Contact your references to determine if they will be able to provide references for you within the deadline of the application process; and
4. **Pay the application fee of R\$ 100** (one hundred Brazilian Reais) using a Bank Payment Slip (*Boleto Bancário*)- for applicants who hold a CPF (tax number) issued in Brazil- or Credit Card (Mastercard and Visa).

### 1. Complete the **Application Form**

If you have previously taken part in a selection process for regular programs at FGV, please provide the same document number as before (RG, Passport or RNM). A different number will cause the system to log you in as a new user but prevent you from continuing when you reach the CPF number stage. If you forget your password, click “forgot your password” and you will receive a link on your email address to change it.

Your registration will be completed once you have filled your personal information. At this stage, an application number will be generated. This number will be sent to you by email (*número de inscrição*). If you are unable to complete your application in a single session, you will be able to access it at any time during application period.

### Important

Pursuant to the laws in force on the right to use social names, applicants for the 2022/2 Selection Process may e-mail [processoseletivo@fgv.br](mailto:processoseletivo@fgv.br) to request inclusion of their social name in the Selection Process system by June 20, 2022.

### 2. Attach personal and academic documents

Applicants must upload the following documents on a PDF format:

- A **profile picture** (in color)
- Free-format *Curriculum Vitae* in English;
- **Transcript of Academic Records\*** (*histórico escolar*): must include the courses taken and grades earned, course workload, and where and when they were taken;
- **Bachelor/Undergraduate Diploma\***: at the time of application, and for temporary purposes, the copy of the diploma may be replaced with a statement from the respective school to the effect that the applicant has earned their degree. If approved, however, the applicant must provide a notarized copy of the diploma to secure their slot;
- **Copy of the ID Card** (RG for Brazilians, Passport or RMN for foreigners)
- **Letter of Introduction**: typed in English, with a maximum length of two pages, including: a) the reasons why the applicant believes that he/she is suited for the OneMBA Program; and b) the reasons why the applicant has chosen the OneMBA program.
- **Two Letters of Recommendation**: in English or in Portuguese, preferably written by an executive to whom the applicant reports or has reported or someone with whom the applicant has strong professional relations
- **GMAT** (Graduate Management Admission Test) **score**: for additional information or to schedule a test, visit [www.mba.com](http://www.mba.com).

Note 1: the GMAT result may be delivered until June 20, 2022.

Note 2: the official GMAT score takes around three (3) weeks to become available once the test is completed.

- **Gender Identity Form** – annex I
- **Applicant with Disability** – annex II

\*Foreign applicants or applicants who earned their degrees abroad must provide the equivalent documents. Their copies must be accompanied by the respective certified translation (*tradução juramentada*).

## **Instructions for Document Submission**

Each document must be digitized as a **PDF file** and attached during the application process. The system only accepts files in PDF format.

The size of each file attached for the application process must not exceed **1.5 Megabyte**. Documents with duplex printing (information printed on both sides of the paper) or have any observation on the back need to be scanned as a single document.

### **3. Letters of Recommendation**

At the end of the application form, a box is available with two fields for applicants to provide the email addresses of two qualified references (individuals) who are professionally acquainted with the applicant. It is required that at least one recommender be the applicant's direct hierarchical superior. Recommenders may use a template available with the instructions they will receive by email, or they may choose to free-write their letter of recommendation.

Applicants may inform the recommenders that they will receive an email from FGV ([processoseletivo@fgv.br](mailto:processoseletivo@fgv.br)) containing a template letter of recommendation. **Letters must be completed either in English or in Portuguese. Recommenders will have access to the system exclusively to upload their respective letters.**

It is the applicant's responsibility to make sure that the recommenders submit their letters by the deadline specified in the present guide. Applicants may use the application system to check the submission status. If the recommender does not submit the letter of recommendation, the system will report a "letter requested" status; when a recommender submits the document, the respective status will change to "letter received".

Applicants may check their application status by accessing <https://processoseletivo.fgv.br/ONEMB/ACOMPANHAMENTO>.

### **4. Payment of the Application Fee**

The application fee is R\$ 100 (one hundred Brazilian Reais) can be paid using a Bank Payment Slip (*Boleto Bancário*)- for Applicants who hold a CPF (tax number) issued in Brazil- or Credit Card (Mastercard and Visa).

No other forms of payment (e.g., bank deposit) will be accepted, nor will payment after the due date. Bank payment slips may be generated until 6:00 p.m. but payment must be made by 11:59 p.m. of the due date, using any of the banking means available. Please, take notice of your bank's payment hours.

**There will be no application fee refunds under any circumstances.**

### **Important**

Applicants will only be able to take part in the admissions process if they have paid the application fee by the due date. Payments outside the due date, or in amounts other than that stipulated, or failure to pay the application fee shall automatically exclude applicants from the Process.

Fundação Getulio Vargas shall not be held responsible for applications that are not completed due to communication failures or other technical factors that prevent data transmission, chiefly, but without limitation, in the last day for applications.

By proceeding with their application, applicants fully agree with the rules provided in the present guide, and no subsequent complaints or appeals will be accepted.

### **Fast track for Previously Approved Candidates**

Applicants who participated in the selection process for the OneMBA Class of 2023 (which started in December of 2021) and were approved by the Selection Committee, but did not complete their enrollment in the program, may apply again to enroll on the OneMBA Class of 2023/2 with a fast track application, as follow:

1. Complete the application form.
2. Attach an updated CV.
3. Pay the R\$ 100,00 (one hundred reais) application fee.

These candidates will be exempted from uploading the full documentation for the application (considering that the full documentation was already delivered upon the application on the previous selection process), and will be exempted from participating in a new interview with the Selection Committee.

Upon completing the three steps above mentioned, these candidates will be contacted by the program Coordination and given a letter of approval to proceed with their enrollment.

### ***PARTICIPATION IN THE ADMISSION PROCESS***

To confirm their participation in the admissions process, applicants must fill the required information, submit the required documentation, and pay the application fee by the end of each application period.

Should an applicant apply and pay the fee during the first (or later) application period but fail to provide the required documentation by that specific application deadline, the applicant will be automatically transferred to the subsequent application period, being subject to that specific early bird discount. The application is only considered completed if all requirements have been met. An applicant who fails to submit the complete set of documentation and pay the application fee until the final application deadline will be excluded from the admissions process of this respective year, even if the payment of the application fee has been made.

### ***PERSONAL INTERVIEW***

The OneMBA Admissions Committee will analyze the submitted documentation and will invite the applicants who fit the profile of the program to a personal interview, to be conducted online and in English, in a pre-determined date.

The admission process includes an overall assessment of each applicant, based on the documents submitted and their performance at the personal interview with the OneMBA Admissions Committee.

### ***ADMISSIONS PROCESS SCHEDULE***

Each application period corresponds to a specific discount on the overall tuition. It is the applicant's responsibility to make sure all required documentation is submitted and the application fee is paid in time to be invited to the personal interview of that application deadline.

	<b>APPLICATION PERIOD</b>	<b>INTERVIEW WITH ADMISSIONS BOARD</b>	<b>RESULTS ANNOUNCED</b>	<b>ENROLLMENT DEADLINE</b>	<b>EARLY BIRD DISCOUNT</b>
1 <sup>st</sup> Deadline	Mar 21 - Apr 22*	Apr 26-27	Apr 28	May 5	10%
2 <sup>nd</sup> Deadline	Apr 22** - May 20*	May 24-25	May 26	Jun 2	5%
3 <sup>rd</sup> Deadline	May 20** - Jun 20*	June 27	Jun 28	Jul 4	No discount

\*until 6pm (BRT)

\*\* after 6pm (BRT)

## **REFUNDABLE SCHOLARSHIP**

Applicants approved in the admissions process may apply for a refundable scholarship. The refundable scholarship is a loan offered to students to help them finance their studies. Applicants may request up to 50% of refundable scholarship for the OneMBA program. For more information, please contact the coordination by email: [onemba@fgv.br](mailto:onemba@fgv.br). Approval for the Refundable Scholarships Fund and the respective percentage of financing are discretionary decisions of FGV EAESP.

## **ORIENTATION DAY & LEADERSHIP PIPELINE SESSION**

Participation in the sessions below is compulsory.

July 15, 2022: (8h-18h) Integration Day & Program Presentation: Norms and Requirements (face-to-face)

July 16, 2022: (8h-18h) Leadership Pipeline Session (face-to-face)

## **INVESTMENT**

Investment for the OneMBA Class of 2023/2 will be **R\$180.000.00** (one hundred and eighty thousand Brazilian Reais), paid in up to 24 monthly installments without restatement (monetary update). The amount includes online learning materials (not including books), lunch (on full days of face-to-face classes at FGV), coffee breaks (on days of face-to-face or hybrid classes at FGV) and partial travel expenses\* for the three residencies.

Approved applicants will pay, upon their enrollment, the enrollment fee of **R\$ 9.000,00** (nine thousand Brazilian Reais), regardless of the date of the enrollment. This amount will be deducted from the full tuition in the next installment (added the given discount).

The tuition fee may be paid in:

- 1 installment (due upon enrollment)
- 3 installments (due in August-2022, January-2023 and June-2023)
- 18 installments (monthly- from August-2022 to December-2023)
- 24 installments (monthly- from August-2022 to June-2024)

The following early-bird discounts will apply on the total amount of the program for applicants approved and enrolled in each enrollment period:

1<sup>st</sup> application deadline: 10% discount (R\$ 162.000,00)

2<sup>nd</sup> application deadline: 5% discount (R\$ 171.000,00)

3<sup>rd</sup> application deadline: full tuition (R\$ 180.000,00)

Other discounts:

- 10% discount for FGV Alumni who completed a long-term program (minimum of 360h).
- 10% discount for candidates who live in other Latin America countries and will travel to Brazil to pursue the OneMBA program, or who will relocate to Brazil to pursue the OneMBA program.
- 5% discount for candidates who are officially recommended by a OneMBA alumnus/alumna (recommendation letter must be submitted directly from the alumnus/alumna to the OneMBA Selection Committee by email, to [onemba@fgv.br](mailto:onemba@fgv.br)).
- Employees of specific companies that are FGV EAESP partners receive a discount. The percentage of that discount varies according to the agreement with each individual partner. To learn more, please write to [admissionsoffice@fgv.br](mailto:admissionsoffice@fgv.br).

The maximum cumulative discount available for applicants is 10%.

\* Expenses include stay at a 5-star hotel or equivalent, including breakfast, lunch and coffee breaks during sessions; commuting for technical visits at business firms; within- residency flights. Covered expenses do not include flights, visas and respective airport transfers and travel insurance to/from the residencies and from/to the country of departure of the student; such expenses are to be borne by the student directly. Students are responsible for obtaining the necessary visas and other travel requirements (e.g., proof of vaccination).

## **ENROLLMENT**

Approved applicants must provide the following documentation:

### **Brazilian Applicant**

- 1 Profile Picture
- RG (Driver's License will not be accepted).
- Birth Certificate or Marriage Certificate
- CPF (Brazilian tax number)
- Diploma of Bachelor's Degree. If the bachelor diploma was issued in a foreign institution, the document must be consularized or apostilled in the country where the diploma was issued and presented with its certified translation.
- Transcript of Records – Bachelor program
- Proof of Payment\* – Enrollment Fee (invoice regarding the enrollment fee must be paid prior to the enrollment day, and its receipt must be presented to the Registrar Office).
- Contract of Educational Services (two copies)
- Enrollment Form
- Inclusion of Social Name –Form – Gender Identity (annex I)
- Applicant with Disability – Doctor Report (annex II)

### **Foreign Applicant**

- 1 Profile Picture
- RNM (National Registration of Migration)
- Passport
- Birth Certificate or Marriage Certificate
- CPF (Brazilian tax number);
- Diploma of Bachelor Degree. If the bachelor diploma was issued in a foreign institution, the document must be consularized or apostilled in the country where the diploma was issued and presented with its certified translation.
- Transcript of Academic Records\* (*histórico escolar*) – Bachelor program.
- Proof of Health Insurance – for applicants who are not official residents in Brazil. Valid in the Brazilian territory, for the period of the studies, with a minimum coverage of € 30.000 or USD 42.000 (or unlimited). Students must hand this document upon arrival.
- Proof of Payment\* – Enrollment Fee (invoice regarding the enrollment fee: the invoice must be paid prior to the enrollment day, and its receipt must be presented to the Registrar Office).
- Contract of Educational Services (two copies)
- Enrollment Form
- Inclusion of Social Name –Form – Gender Identity (annex I)
- Applicant with Disability – Doctor Report (annex II)

For the documents above which were already uploaded during the application process, the applicant must only bring their respective originals for the enrollment, not being necessary to present a printed copy.

A Graduate Program Completion Statement may temporarily serve *in lieu of* a Diploma if the latter is not yet available to the applicant at the time of enrollment.

Foreign applicants or those who graduated abroad must provide equivalent documentation – as per Decree 8.660, dated January 29, 2016, and National Justice Council Resolution 228, dated June 22, 2016, which govern the application, for the purposes of the Judiciary Branch, of the Convention Abolishing the Requirement of Legalization for Foreign Public



Documents, signed on October 05, 1961 – and accredited as per the aforementioned Decree. Documents issued abroad must be “accredited” with the exception of those issued in France, Argentina and other countries not listed under the Convention.

Pursuant to a Ministry of Education MEC/CNE ordinance (Resolution 8, dated Oct/04/2007), graduate degree diplomas issued by foreign higher education establishments shall be declared equivalent to those earned in Brazil and appropriate for the purposes of the Law only after the required re-validation by a certified Brazilian institution.

Authority to process and grant Graduate Degree Diploma re-validations are public universities providing accredited graduate courses in the same domain of knowledge or a similar domain. For the purposes of enrollment, it is recommended that applicants submit a duly revalidated diploma.

Enrollment may be carried out by a duly constituted proxy holding powers granted under a notarized public or private power-of-attorney, granting specific powers to enroll and enter into the Education Services Agreement (individual) and Enrollment Request.

Enrolled students accept academic and financial responsibility for the corresponding subjects for the entire duration of the program, except where they request formal cancellation by means of the appropriate request form before the Secretariat, within the waiver period as per the Education Services Agreement (*Contrato de Prestação de Serviços*)

Invited applicants who fail to come to the interview or to provide the full documentation at the time of enrollment will lose the right to the slot assigned to them.

#### ***ENROLLMENT CANCELLATION***

Students have the option to request cancellation from their program registration as provided in the Program Regulations and published in the School Calendar. Students may request leave of absence (*Trancamento*) with the appropriate request procedure, but neither request will release students from their payment obligations pursuant to Program Regulations.

## ANNEX I – GENDER IDENTITY

1. In compliance with the terms of the legislation, Resolution CNE/CP 001 of January 19, 2018, which provides for the right to use a “social name” (as opposed to the birth name), the applicant may submit their request by uploading the formal request (Annex II), according to the program schedule.
2. In case of approval in the Selection Process, the form and the specific documents must be presented at the time of enrollment, as per the program schedule.
3. FGV reserves the right to request, at any time, other supporting documents regarding the request to include a “social name”.

### REQUEST FOR USING “SOCIAL NAME

In compliance to the Resolution CNE/CP 001, January 19, 2018

#### STUDENT:

BIRTH NAME:

SOCIAL NAME:

ENROLLMENT NUMBER:

PROGRAM:

TELEPHONE:

EMAIL:

#### LEGAL REPRESENTATIVE:

TELEPHONE :

EMAIL:

#### DECLARATION:

1. I hereby declare to be aware of the use of my “SOCIAL NAME” in my academic records, according to the Brazilian law in force to date.
2. FGV reserves the right to request, at any time, further documents regarding the use of the “social name”, as well as to take measures to confirm the legitimacy of the information, including approaching the student’s legal representatives/guardians in case the student is under 18 years old.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
date

\_\_\_\_\_  
Student’s Signature

## **ANNEX II – APPLICANT WITH DISABILITIES**

1. Applicants with disabilities or who need specific conditions to the interview must upload a medical report, stating the disability or specific need, by the deadline described in the Schedule (Annex I);
2. The attached medical report must contain exact and reliable information, under penalty of the applicant being eliminated from the application process or having their registration canceled later in the program, for acting against the public faith;
3. It is the applicant responsibility to provide all the information regarding their needs. In the absence of the requested documents, it will implicate on being interviewed in the same conditions as the other applicants;
4. If the approved applicant has the need of specific resources for mobility, class attendance and academic activities, the applicant must formalize their needs through a specific form at the moment of enrollment in the program, attaching a medical report;
5. The treatment to special conditions will be subject to the analysis of the legality, feasibility, and reasonableness of the request.