

# 2018

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**FGV/EAESP**

Public Administration

**VESTIBULAR**  **FGV**

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ADMISSION PROCESS FOR FOREIGN CANDIDATES

## 6. INTERNATIONAL ADMISSION PROCESS – OTHER EXAMS

Information about admission to the Bachelor Program in Business Administration, offered by Escola de Administração de Empresas de São Paulo – FGV/EAESP, starting on the 2<sup>nd</sup> semester of 2018.

This admission process is valid only for the 2<sup>nd</sup> semester of 2018 and does not correspond to places in subsequent admissions.

The places offered for the 2<sup>nd</sup> semester of 2018 are distributed as follows:

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

### 6.1 APPLICATION

a) 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 Degree.

b) It is the student's responsibility to attain proper immigration status in Brazil, which includes obtaining a visa and updating registration as a foreigner. Such status is indispensable for carrying out official enrolment and subsequently for the renewal of enrolment at the beginning of each academic year. Please refer to section 6.7 for details on the pre-enrolment, completed electronically, and the official enrolment, which is carried out once the student arrives in Sao Paulo.

### 6.2 REQUIRED DOCUMENTATION

To participate in the application process, candidates must submit, via email to [cacr@fgv.br](mailto:cacr@fgv.br), the following documents by May 2<sup>nd</sup> of 2018, until 6pm (GMT-3).

- 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 an essay describing the reasons and motivation to apply for the Bachelor Program in Business Administration offered by FGV EAESP. The essay 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 essay 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 written 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);
  - Ciclo Básico Común (Argentina);
  - Prueba de Selección Universitaria (Chile);
  - EXANI-II Admisión (Mexico);
  - Other similar exams.
- In case there is no similar exam in the country where the candidate attended school, only the Secondary School Transcript will be analyzed.
- 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.
- 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.

### 6.3 APPLICATION FEE

For the International Admission Process – Other Exams, the Application Fee must be paid via “Boleto Bancário” (for candidates who possess a Brazilian bank account) or via Credit Card, until the due date. Other payment methods will not be accepted (TED, DOC, Deposit, etc.), or the payment after the specified deadline.

The Application Fee will be:

- R\$ 25,00 (twenty five Reais), for Boleto Bancário issued between March 19<sup>th</sup> of 2018 until April 6<sup>th</sup> of 2018, until 6pm (GMT-3); or
- R\$ 50,00 (fifty Reais), for Boleto Bancário issued after 6pm (GMT-3) of April 6<sup>th</sup> of 2018, until May 2<sup>nd</sup> of 2018.

If the chosen option for the application fee is “Boleto Bancário”, the candidate may pay the fee using any banking options until the deadline printed on the document. The candidates may opt to pay the “Boleto Bancário” via internet or personally at the Bank Agency, following the instructions printed on the document.

Under no circumstances will there be a refund of the application fee.

#### **6.4 APPLICATION CONFIRMATION**

The application will only be confirmed after the payment of the Application Fee, and the candidate must check this confirmation on the page: [www.fgv.br/processo-seletivo-cgap-estrangeiro-2semestre](http://www.fgv.br/processo-seletivo-cgap-estrangeiro-2semestre), menu “Visão Geral”, accessing the link “Acompanhe sua Inscrição”, two working days after the date that the payment was completed.

Only candidates who complete the payment of the application fee in due date will be eligible to participate on the International Admission Process – Other Exams. Payments completed after the application period, with a different amount, or not completed at all will exclude the candidate in this application, independently of the confirmation checked on the link above, which only attests that the transfer was accredited to FGV and does not confirm the application, due to the no completion of the rules stated in this Guide.

FGV does not consider valid any payment made after the application period, even though the payment was accepted by the bank or the Credit Card company.

#### **6.5 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:

##### **6.5.1 First Phase – Analysis of the Documentation**

- Candidates who do not fulfil 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.
- The best-evaluated candidates 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) slots available for candidates.

##### **6.5.2 Second Phase**

The Oral Exam, conducted in person or via web, will take place until May 30<sup>th</sup> of 2018, to be scheduled in advance, informed to the summoned candidates individually.

## 6.6 APPLICATION RESULTS

FGV shall rank the candidates based on their performance on 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 their slots.
- In the event of a tie, the oldest candidate shall have preference.

For candidates approved on the International Admission Process – Other Exams, there will be electives taught in English and Spanish. There will also be offered a Portuguese Language Course for foreigners.

## 6.7 PUBLICATION OF RESULTS, PRE-ENROLMENT AND ENROLMENT FOR THE INTERNATIONAL ADMISSION PROCESS – OTHER EXAMS

- a) The List of candidates approved in the International Admission Process – Other Exams shall be published on June 15<sup>th</sup> of 2018 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 slots reserved for International Admission Process – Other Exams are not filled by July 26<sup>th</sup> of 2018, these places shall be filled by successful candidates approved in the National Admission Process – Vestibular via ENEM.
- FGV EAESP reserves the right to not complete the slots reserved for the International Admission Process – Other Exams.
- b) The pre-enrolment will be carried out until July 26<sup>th</sup> of 2018 and will consist of the candidate delivering electronic copies of all required documents specified below:
  - i. Certificate of Secondary Education Completion, or equivalent, with Apostille (in case the document was issued in a country member of the Hague Convention), or with the stamp of the Brazilian Consulate/Embassy (in case the document was issued in a country which is not a member of the Hague Convention).
  - ii. Two copies of the Original Secondary School Transcript, with an Apostille or the stamp of the Brazilian Consulate/Embassy.
  - iii. Birth Certificate or Marriage Certificate, with an Apostille or the stamp of the Brazilian Consulate/Embassy.
  - iv. 1 photo 3x4 (recent and colored)
  - v. Health Insurance policy covering medical expenses in the minimum amount of 30.000 euros or 42,000 USD, including the repatriation of remains, effective for the period of the program.
  - vi. Receipt of the payment of the tuition fee of the 1<sup>st</sup> month of the program
- c) The official enrolment shall be realized according to the following schedule:
  - Venue for the enrolment: FGV Office, located at Avenida Nove de Julho, 2029 – Bela Vista – São Paulo.
  - Date and time for the enrolment: the schedule will be informed along with the results of the application process.
- d) Upon the official enrolment, the candidate must follow all the criteria and present the following required documentation:

- i. Passport with the permanent visa or the temporary student visa which will be valid for the 1<sup>st</sup> year of the program.
  - ii. Original Certificate of Secondary Education Completion, or equivalent, and Original Declaration of Equivalence of Studies Abroad, issued by the Diretoria de Ensino da Secretaria Estadual de Educação\*
  - iii. Two copies of the Original Secondary School Transcript
  - iv. Original Birth Certificate or Marriage Certificate with Apostille (in case the document was issued in a country member of the Hague Convention), or with the stamp of the Brazilian Consulate/Embassy (in case the document was issued in a country which is not a member of the Hague Convention).
  - v. Sworn translation to Portuguese of the Birth Certificate, with an Apostille or the stamp of the Brazilian Consulate/Embassy.
  - vi. 3 photo 3x4 (recent and colored), with a white background.
  - vii. Registration Contract (3 copies).
  - viii. Receipt of the payment of the tuition fee of the 1<sup>st</sup> month of the program
- e) after the official enrolment and with the assistance of FGV EAESP Office of Global Affairs, the student must present, in due date previously disclosed:
- i. RNE Protocol Card (the protocol is valid until the card is available at the Federal Police).
  - ii. CPF – Cadastro de Pessoa Física

\*If the candidate completed the 3<sup>rd</sup> year of Secondary Education abroad, he/she must present a Declaration of Equivalence of Studies Abroad regarding the 1<sup>st</sup> and the 2<sup>nd</sup> years of the Secondary Education undertaken in Brazil. If the candidate completed the 1<sup>st</sup> and the 2<sup>nd</sup> years of the Secondary Education abroad, her/she must present the Transcript with observations regarding the Deliberation CEE nº. 21/2001.

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.