

APPLICATION GUIDELINES FOR PROSPECTIVE STUDENTS APPLICATIONS
International Applicants residing abroad

INFORMATION ON ADMISSION PROCESS FOR MASTER'S AND DOCTORAL PROGRAMS
IN BUSINESS ADMINISTRATION

OVERVIEW

- 1) This guide is for **2023 entry** and cannot be used to apply in subsequent years.
- 2) The applicants must apply online using our website during the application periods. Access the website (If you are applying for the Master's Program, please select: <http://cacr.fgv.br/sp/pos/adm/cmae> or if you are applying for the Doctoral Program, please select: <http://cacr.fgv.br/sp/pos/adm/cdae>) and click "Ficha de Inscrição" for filing and paying online.
- 3) Applicants are responsible for submitting the complete and accurate application in due time.
- 4) Applicants do not need to submit evidence of Portuguese Language proficiency, unless it is required by the Admission Boards. Nevertheless, an elementary level of Portuguese Language is needed for graduate study at FGV EAESP, because some of our courses are in Portuguese.

KEY DATES AND DEADLINES

Applicants need to ensure that all requested documents, including tests and references, will be received by **6:00 p.m. (Brasília Time)** on the deadline date.

- **Deadline for submission: October 07, 2022**. After 6:00 p.m. (Brasília Time) of October 07, 2022 applications will not be accepted.
- **1st phase**: From October 08, 2022 to November 07, 2022.
- A list will be released on November 08, 2022 with the names of the candidates invited to the interview.
- **2nd phase - Interviews**: The interviews will take place:
 - from November, 10 to November 11, 2022, for those who are applying for the Doctoral Program
 - from November, 16 to November 17, 2022, for those who are applying for the Master's Program(The interviews will be online/virtual).
- **Final result**: The list will be released on December 06, 2022.

- **Pre-enrollment:** approved candidates must register using the online system and upload the required documents (from December 07, 2022 to December 13, 2022)
- **Welcome Meeting** (for all new starters to our MASTER'S AND DOCTORAL PROGRAMS IN BUSINESS ADMINISTRATION): December 14, 2022 (This event can be postponed, canceled or be online/virtual due to the extraordinary circumstances of the coronavirus pandemic (COVID))
- **Enrollment:** December 15, 2022: approved candidates must send to cmcd@fgv.br the enrollment application

STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY

RESEARCHING YOUR APPLICATION

- 1) Browse our pages for information about the Master's and Doctoral Programs in Business Administration:

<https://eaesp.fgv.br/cursos/mestrado-academico-administracao-empresas-cmae>

<https://eaesp.fgv.br/cursos/doutorado-administracao-empresas-cdae>

- 2) Check all the information to make sure that you meet all the requirements for the Program that you want to apply to.

- 3) Choose a Program:

- Master's Program in Business Administration (CMAE); or
- Doctoral Program in Business Administration (CDAE).
 - Choose a Concentration Area (only for those who are who are applying for the Doctoral Program).

- 4) Check all the dates and deadlines (including tests).

BEFORE YOU APPLY

- 1) Read through all items of this Application Guidelines to make sure you provide all the right supporting documents and information.
- 2) Be aware that to come to Brazil you will need a student visa.

- 3) Check if you will need to submit a test (see information below). If you do, then book a test for one of the required tests.
- 4) Contact your referees to check that they can submit references for you by the application deadline.
- 5) Sent a request to your institution for the official transcripts, if you do not have them – some universities might need weeks to prepare this for you.
- 6) Be aware that for the payment, you will need a valid credit card if you are applying outside Brazil. In Brazil, payments can be made by bank slip, also.
- 7) Submit the Application before the closing date: **DEADLINE FOR SUBMISSION: OCTOBER 07, 2022.** Ensure that your application and all requested documents, including tests and references, required for your course are received by **6:00 p.m. (Brasília Time) of the deadline.**
- 8) If you apply in the days leading up to the deadline it may not be possible for us to answer your queries and assist you in time for you to submit your application by the deadline.
- 9) Your application will be considered only if it is fully completed (submitted and paid) at the deadline.

APPLICATION

- 1) Start your application by clicking “Ficha de Inscrição” on the website (If you are applying for the Master’s Program, please select: <http://cacr.fgv.br/sp/pos/adm/cmae> or if you are applying for the Doctoral Program, please select: <http://cacr.fgv.br/sp/pos/adm/cdae>)
- 2) Language Option: Select English (**mandatory for International Applicants residing abroad**).
- 3) Read the Application Guidelines. To go on with your application, you must accept the Terms and Conditions.
- 4) Fill in the online form (personal details and address).
- 5) Only for who are applying for the Doctoral Program: select the Concentration Area (options). You can select only one area:
 - Administration, Analysis and Information Technology;
 - Corporate Strategy;

- Marketing
 - Organizational Studies;
 - Operations Management and Sustainability;
 - Finance;
- 6) Fill in the questionnaire (further information).
- 7) Fill in the School Information.
- 8) Fill in the Professional Information.
- 9) Pay the fee.
- The Application fee is:
 - R\$155,00** for payments made from **August 1, 2022** until **September 09, 2022** 6:00 p.m. (Brasilia Time); and
 - R\$ 180,00** for payments made from **September 09, 2022** after 6:00 p.m. (Brasilia Time)) until **October 07, 2022** 6:00 p.m. (Brasilia Time).
 - You must pay in Reais (Brazilian currency). The payment must be made via credit card if you are applying outside Brazil. You will enter your payment details, and your card will be charged as you submit your application.
 - Payments can also be made by bank slip here in Brazil (Only available with Brazilian Individual Taxpayer Registry (CPF) information). Once the application has been made, and the bank slip has been issued, payment must be made until the due date. After bank slip's expiration date, if the bank slip is not paid, you can access "Ficha de Inscrição" again and issue a new one (until 6:00 p.m. (Brasilia Time) of the deadline for submission). Do not wait until the deadline for submission to issue the bank slip, you may not be able to pay it.
 - Your application will not be considered if you have not paid the fee.
 - The fee will be refunded if you withdrawal your application since you send an email to cacr.cmcd@fgv.br until seven days after the payment. Email received after the set date will not be considered and the application fee won't be refunded.

10) On the next screen, uploaded all the required documents.

- **Passport:** Please send a copy of the page of the passport which contains the identification data.

- **C.V. containing the following information:**
 - Academic background
 - Professional background
 - Information about other relevant courses
 - Proficiency in foreign languages
 - Teaching experience
 - Academic research experience
 - Participation in conferences, seminars and other academic events
 - Publications
 - Participation in groups
 - Scientific Initiation

- **Academic Official transcripts of all college/university degrees.** The transcripts must report the subjects taken, its respective grades, specification of their inclusion in courses or programs, academic hours/credits and when and where they were taken.

- **Diploma/Certificate of all university degrees.** Provisionally, a statement from the respective school, certifying that the applicant has concluded or is concluding the course in question may replace the diploma. On enrollment day, however, applicants who do not present all required documentation will forfeit their application.

Important: Applicants residing abroad or who have completed (all or part of) their studies abroad must present equivalent documentation. Notarized copies of the **Academic Official transcripts** and **Diploma/Certificate** must be accompanied by certified translations to Portuguese language.

Important: If you hold a diploma of undergraduate course issued by foreign institutions we recommend that you revalidate it through a Brazilian university. Only Brazilian public universities that offers the equivalent course or degree can revalidate a foreign undergraduate diploma.

- **GMAT® scor or GRE® score:**

These tests are valid for five years.
Take the GMAT® or GRE® exam and send the score to us.

A high score does not guarantee a place, nor does a low score disqualify you. It is important to remember that GMAT/GRE scores are only one element of your application.

- **Presentation Letter:** The letter must be in Portuguese, Spanish or English and should be limited to 10 thousand characters, describing:
 - a) Reasons why the applicant considers him/herself qualified for the specific program;
 - b) Applicant's relevant academic and executive achievements;
 - c) Reasons for having chosen the indicated Program and Concentration Area; and
 - d) Topic and research theme within the scope of the Concentration Area.
- **Person's chosen name form** ([click here to access the form](#), in Portuguese): In accordance with the Brazilian legislation in force, regarding the gender identity, the applicant has the right to use his/her preferred name, different to that assigned at birth, by asking for it at the moment of the submission in the admissions process. As such, the applicant must complete the Person's chosen name form.
- **A disability letter from you doctor or a licensed medical professional:** Practical adjustments, support and guidance may be required by disabled applicants at the moment of the submission in the admissions process.

Important: We welcome disabled students. We're committed to responding effectively and appropriately to individual support needs, but approved candidates must inform us, right at the moment of registering, about their health requirements during their time at the university.

- Doctoral applicants are required to submit the **Research Project** as following: Research Project, written in Portuguese, Spanish or English, limited to 10 pages, containing:
 - Title;
 - Project summary and key words;
 - Research goals;
 - Justification and expected outcomes;
 - Theory review;
 - Methodological procedure;
 - Bibliography.

Research Project is waived for those applicants who will apply for the Master's Program.

- **Term of Commitment to Grant Teaching Assistant (TA) Scholarships, duly filled and signed:** only for doctoral candidates who are going to apply for the TA scholarship. Please, before applying for this assistantship, make sure that you meet all the TA requirements and that you agree to take over the duties and responsibilities imposed on a TA (to find out more about this scholarship opportunity see "anexo VI" of the "CDAE Edital", in Portuguese). [Click here to access the TA Commitment Term.](#)
- **Audio/video recording consent letter for the interview.** The consent letter must be signed.

11) Go back to the previous page (click "Back" button).

Two Recommendation Letters:

The online application will ask applicants to provide their references' names and email addresses. Applicants must inform the email addresses of two referees/recommenders. Please ensure the referee's email addresses entered into your application are correct. Your referees will automatically be emailed a referee report to complete and submit electronically. Once your referee has completed and submitted a referee report the status will change from request sent to complete and the document will appear in your application. Applicants should advise the recommender that they will receive an e-mail from FGV with the letter template to make their recommendations. Should a referee not receive the referee report request please ask them to check their junk email inbox.

The letter must be sent only by recommender straight to FGV EAESP. To send it the recommenders will need to enter your credentials.

It is the applicants' responsibility to follow up with their referee to ensure that their report is submitted well before the closing date. Your application will not be complete if the two referees have not provided the recommendations.

12) Double-check that you have chosen the right program, level and area and uploaded all the correct documents, pay the application fee

13) Submit your application.

14) After submitted your application, you will receive an automatic confirmation email saying that your submission for the following admission process has proceeded, but it will only be considered fully completed when you finish uploading all the required documents (including tests and references), and the registration fee is paid.

- 15) If you cannot complete your application in one sitting, you have the option of holding your application and resuming later.
- 16) Every time you return to your application you will need to use the login and password. You will be informed of your application number by email.
- 17) You can return to work on your application at any time between the opening and closing date of the application, but you must complete and submit your application (including required documents, tests and referees' reports) before the deadline. Late applications and/or documents/test/ referees' reports will not be accepted.

AFTER YOU APPLY

Once you have submitted your application, if you fulfill the eligibility criteria, register accordingly, uploaded all the correct documents and made your application payment, your application will be assessed by the Admission Boards.

Admission Boards will make its decision from October 08, 2022 to November 07, 2022.

If your application meets our initial criteria, you will progress to the next stage of our selection process.

Shortlisted candidates will be called for an interview to be held:

- from November, 10 to November 11, 2022, for those who are applying for the Doctoral Program
- from November, 16 to November 17, 2022, for those who are applying for the Master's Program

The list will include date, time and venue of the interview and will be displayed on our website (Master's candidates: <http://cacr.fgv.br/sp/pos/adm/cmae> or Doctoral candidates: <http://cacr.fgv.br/sp/pos/adm/cdae>) on November 08, 2022. Only the candidates called for the interview will remain in the admission process; the others will not be considered further in the admission process. The interviews will be conducted in English or in Portuguese. The Admission Boards provides alternative arrangements for long distance interviews.

Important: It is the applicant's responsibility to monitor the status of their application and to follow up all the results and information published on our website.

FINAL RESULT:

The approved applicants list will be released on December 06, 2022 with the names of the approved candidates. Also, a waiting list of applicants might be released.

WELCOME MEETING AND ENROLLMENT¹:

Pre-enrollment: approved candidates must register using the online system and upload the required documents (from December 07, 2022 to December 13, 2022)

- **Welcome Meeting:** Approved candidates must attend a meeting about the registration process. Date: December 14, 2022

- **Enrollment:** Approved candidates must register. Once pre-enrolment is confirmed successful, you must formalize enrolment by send to cmcd@fgv.br the list of the courses you want to take, according to the specific orientation you had received from the Program. Date: December 15, 2022

CONTACT US

If you have any doubts, contact our Admission Office (Coordenadoria de Admissão aos Cursos Regulares - CACR) by e-mail processoseletivo@fgv.br in advance.

Admission Office (Coordenadoria de Admissão aos Cursos Regulares - CACR)
Address: Rua Itapeva, 432 – 01332-000 - Bela Vista – São Paulo – SP
e-mail: processoseletivo@fgv.br

Graduate Office (Coordenação dos Programas de Pós-Graduação stricto sensu - CPPG)
Rua Itapeva, 432 – 01332-000 - Bela Vista – São Paulo – SP
e-mail: coordppae@fgv.br

Exchange students

For general and full information about **exchange programs**, please contact the Office of Global Affairs by e-mail globalaffairs@fgv.br

This transcript is a free translation of an official document in Portuguese available at FGV SRA and on the website.

¹ These events can be **postponed**, **canceled** or **be online/virtual** due to the extraordinary circumstances of the coronavirus pandemic (**COVID-19**)