

## **ADMISSION PROCESS FOR FOREIGN CANDIDATES**

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 2016.

This admission process is valid only for application to the program in the 2<sup>nd</sup> semester of 2016 and does not correspond to places in subsequent admissions.

In the event that places reserved for Admissions by Foreign Candidates are not filled by July 4<sup>th</sup> of 2016, these places shall be filled by successful candidates approved in the admission process held locally.

The places offered for the 2<sup>nd</sup> semester of 2016 are distributed as follows:

<b>MAJOR</b>	<b>SEMESTER</b>	<b>FOREIGNERS</b>
Public Administration	2 <sup>nd</sup>	2

## **APPLICATION**

a) Those eligible to apply for Admission are exclusively Foreign Candidates who:

- I – are foreigners or Brazilian 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.

a) 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.

**The Admission Process for Foreigners is exempt of an application fee.**

## REQUIRED DOCUMENTATION

To participate in the application process, foreign candidates must submit, via email to [vestibulares@fgv.br](mailto:vestibulares@fgv.br), the following documents by May 11<sup>th</sup> of 2016:

- 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);
- Presentation Letter (PDF format) or Presentation Video (MP4, AVI or WMV format), describing the candidate's personal history and presenting the reasons and motivation to apply to the Bachelor Program in Public Administration offered by FGV/EAESP.
- Copy of the Secondary School Transcript, listing classes taken during all years of the Secondary School program and their respective grades (PDF format);
- Certificate of Proficiency in Secondary School Knowledge (PDF format), taken in an Ibero-American country (Latin America, Portugal and Spain), such as those provided by the following exams:
  - 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.
- Copy of the Letter of declaration that the candidate does not possess a Bachelor's Degree, signed by the candidate (PDF format);
- Copy of the Certificate of Secondary Education Completion, attended fully outside of Brazil (PDF format);
  - Should there be no issuance of a Certificate of Secondary Education Completion in the country where the applicant studied, 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/EAESP shall provisionally accept a Secondary Education Conclusion Declaration by the educational institution attended by the candidate;
- 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 may submit a copy of his/her passport, birth certificate or other 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 and/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 Admission Process for Foreigners, the candidate must present, at the time of enrolment, the originals for 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 FOR FOREIGN CANDIDATES**

The admission process, conducted by the Committee of Admissions for Foreigners, shall consist of two phases:

### **• First Phase – Document Analysis**

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 Letter of Presentation or Presentation Video and the 2 (two) Letters of Recommendation.

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

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

- **Second Phase** – web interview by May 31<sup>st</sup> of 2016.

## **RESULTS**

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

- Candidates shall be listed in descending order, considering performance in 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 between two candidates, the oldest shall have preference.

The candidate approved in the Admission Process for Foreigners 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 ENROLLMENT FOR FOREIGNERS**

The List of candidates approved in the Admission Process for Foreigners shall be published on June 4<sup>th</sup> 2016 and shall be available on the website [www.fgv.br/processoseletivo](http://www.fgv.br/processoseletivo) > São Paulo > Graduação > Administração > Período de Ingresso (select 2<sup>o</sup> semestre) > Selection Process for Foreign Candidates - Public Administration, menu Resultados.

In the event that places reserved for Admissions by Foreign Candidates are not filled by July 4<sup>th</sup> of 2016, these places shall be filled by successful candidates approved in the admission process held locally.

FGV/EAESP reserves the right to not complete the places reserved for the admission process for Foreigners.

The enrollment shall be realized according to the chronogram available in the section 5. EFETIVAÇÃO DO VÍNCULO COM A FGV and upon enrollment, the

candidate must follow all the criteria and submit all the required documents specified in the section 5.5 DOCUMENTAÇÃO OBRIGATÓRIA PARA ACEITAÇÃO DA MATRÍCULA from the Edital and Manual do Candidato.

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