

## 1. FIRST PART: INFORMATION APPLICABLE TO ALL SCHOOLS AND PROGRAMS

### 1. REGISTRATION

#### 1.1 FORMS OF ADMISSION

Applicants can choose one or more of the following forms of admission:

- a. University Entrance Exam (Vestibular);\*
- b. Brazilian National High School Exam (ENEM);\*
- c. International Entrance Exams (IB, SAT, ABITUR or BAC);

Application through all forms of admission are processed according to the number of available spots in each program at the respective schools.

Applicants choosing more than one form of admission must adhere to the processes required for each selected form separately and are responsible for paying the fees associated with each application.

\*These examinations are taken in Portuguese

#### 1.2 COMPLETING THE APPLICATION FORM

Applications are submitted exclusively via the internet through the website [FGV Autenticação](#) observing the deadlines established in item 1.5 – Application Calendar.

- a. Completion of the Application Form is the sole responsibility of the applicant. Confidentiality matters are handled following the Brazilian General Law for the Protection of Personal Data (LGPD)
- b. The applicant must register a frequently accessed e-mail and an active cell phone number for receiving SMS and WhatsApp, bearing in mind that contact with the applicant will be carried out exclusively through these channels.
- c. After completing the Application Form, the system sends the application number to the e-mail provided. This number is used to check the application status throughout the process.
- d. By submitting the Application Form, the applicant declares to fully comply with the rules established in this Public Notice, which is published on the website [www.vestibular.fgv.br](http://www.vestibular.fgv.br)>Curso, with no subsequent claim or appeal.
- e. FGV cannot be held responsible for the submission of an incomplete Application Form, whether due to technical reasons, operation and communication failures, network problems, failure/lack of payment, or any other factors that prevent data transmission, especially on the last day of application.

#### 1.3 PAYMENT OF THE APPLICATION FEE

##### 1.3.1 For the following forms of admission – “University Entrance Exams” and “International Entrance Exams”, “Brazilian National High School Exam – ENEM”

- a. BRL 75.00 – Reduced fee for payments made by the deadline established in the Application Calendar (item 1.5);
- b. BRL 150.00 – Regular fee for payments made by the deadline established in the Application Calendar (item 1.5).

##### 1.3.2 Confirmation of submission

The application will only be confirmed within 2 (two) business days after payment of the fee. The applicant should inquire about the completion of the payment through the website [www.vestibularfp.br](http://www.vestibularfp.br)>Curso>link “Acompanhe sua inscrição” (or Application status)

FGV does not consider any payment after the deadline, even if it has been accepted by the bank or credit card operator.

## 1.4 VALIDATION OF APPLICATIONS

Applicants must check which documents are required to validate the application. This instruction refers to all forms of admission – University Entrance Exam (Vestibular), the Brazilian National High School Exam (ENEM), International Entrance Exams, and the required documents must be uploaded with the application form by the deadline established in the Application Calendar (item 1.5).

Specifically for the form of admission “International Entrance Exam,” applicants must attach the result of the exam by the deadline established in the Application Calendar (item 1.5).

## 1.5 APPLICATION CALENDAR

### 1.5.1 International Entrance Exams – Application Calendar

PHASE	DATE	LOCATION
Application with reduced fees	June 26 to August 11, 2023, by 6 pm	<a href="http://www.vestibular.fgv.br">www.vestibular.fgv.br</a>
Application with regular fees	From 6 pm August 11, 2023, to January 05, 2024, by 6 pm	<a href="http://www.vestibular.fgv.br">www.vestibular.fgv.br</a>
* Submission of mandatory documents	January 05, 2024, by 6 pm	Mentioned in the items of each program
Request to include a “Nome Social” (Social Name) in the application and academic records (as opposed to the complete birth name), according to Brazilian legislation.	January 05, 2024	Annex II

(\* ) Applicants must check the complementary documents required. They are listed in this public notice.

## 2. UNDERGRADUATE PROGRAMS IN PUBLIC AND BUSINESS ADMINISTRATION

### 2.1.1 Location of Classes

The classes of all courses offered in the **Undergraduate Program in Public and Business Administration** take place at Fundação Getulio Vargas facilities at Avenida Nove de Julho, 2029 and Rua Itapeva, 474, both in the city of São Paulo, State of São Paulo.

### 2.1.2 Duration and Sessions

**Undergraduate Program in Business Administration – Full time.** The program must be completed in a minimum of four and a maximum of seven years, with semestral courses. Classes are offered full-time (morning and afternoon) in the first five semesters and part-time in the last three semesters. It is not possible to attend two undergraduate programs simultaneously during the day.

### 2.1.3 Number of Admissions

The number of admissions for the first academic semester of 2024 are distributed below according to the form of admission:

PROGRAM	NUMBER OF ADMISSIONS									
	UNIV. ENTR. EXAM		ENEM	IB	ABITUR	BAC	SAT	TOTAL SLOTS	SESSION	NUMBER OF CLASSES
	REGULAR	SOCIAL DEMAND & DIVERSITY								
Business administration	206	12	12	18	2	3	16	270	Morning & Afternoon	6
Public administration	26	4	10	3	2	2	3	50	Morning & Afternoon	1

For the **Undergraduate Program in Business Administration**: One of the six classes may be taught in English if there are at least 40 students interested and who have passed the English Language Proficiency Exam carried out after the

admission process.

If there are more than 45 students interested in taking the lessons in English, priority will be given to the 45 students who obtained the best grades in the English Language Proficiency Exam applied by the School.

## 2.2 ADMISSION PROCESSES

Applicants choosing more than one form of admission must adhere to the processes required for each selected form separately and are responsible for paying the fees associated with each application.

## 2.3 ADMISSION VIA INTERNATIONAL ENTRANCE EXAMS – IB, ABITUR, BAC, AND SAT

The following International Entrance Exams are accepted: IB (International Baccalaureate Diploma Programme), ABITUR, BAC (Baccalauréat), and SAT (Scholastic Aptitude Test). Both Brazilian and foreign applicants are eligible to submit their scores from these exams, provided that the exams were taken within 2 years of the application. The minimum scores required for each exam are:

SCHOOL	IB	ABITUR	BAC	SAT
FGV EAESP	$\geq 31$	$\leq 2.3$	$\geq 14$	$\geq 1200$

Applicants must upload the Exam Certificate, in “PDF” format, by the date established in the Application Calendar (item 1.5).

**Note:** For more information about the admission process and to access the results, [click here](#) and [check the section “International”](#) of the School of application.

## 2.4 REMAINING SLOTS

Applicants are solely responsible for monitoring the status of their application and checking the final results of the admission process, irrespective of the form of admission chosen. This includes being attentive to any notifications regarding enrollment. Applicants on the waiting list should be cognizant of the possibility of being called to fill remaining slots and must promptly express their interest when requested. Applicants can access their scores and rankings in the admission process online through individual accounts.

For the Undergraduate Program in Business Administration, if by January 23, 2024, there are remaining slots among those reserved for applicants who chose the ENEM as the form of admission, these slots will be designated to successful applicants who chose the University Entrance Exam (Vestibular).

For the Undergraduate Program in Public Administration, if there are remaining slots among those reserved for applicants who chose the ENEM as the form of admission, these slots will be designated to successful applicants who chose the University Entrance Exam (Vestibular).

If by January 29, 2024, there are remaining slots among those reserved for applicants who chose the International Entrance Exams IB/ABITUR/BAC/SAT, these slots will be designated to successful applicants who chose the University Entrance Exam (Vestibular).

Considering the start of academic activities for incoming students on February 19, 2024, FGV reserves the right not to hold additional calls to fill remaining slots after February 23, 2024, which may result in unfulfilled slots after the end of the admission process.

## 2.5 REQUIRED DOCUMENTS FOR THE ADMISSION PROCESS

### 2.5.1 VALIDATION OF APPLICATIONS

Applications based on the university entrance exam (vestibular), the Brazilian National High School Exam (ENEM), or international entrance exams (IB/ABITUR/BAC/SAT) will be valid when applicants submit the documents listed below by the deadline established in item 1.5. The submission is exclusively online using the “Application Form” or through the link “Acompanhe sua Inscrição” (Follow your Application). The documents are:

#### **Admission process using international entrance exams IB/ABITUR/BAC/SAT**

- a. High School Diploma or equivalent (in PDF format) (item 2.5.2);
- b. Results from one of the international entrance exams IB/ABITUR/BAC/SAT.

## 2.5.2 HIGH SCHOOL DIPLOMA OR EQUIVALENT

Applicants who are about to complete high school must submit a valid and signed Declaration of Enrollment from the high school institution stating that the applicant will complete secondary education by December 2023.

Foreign applicants must ensure they comply with Brazilian migratory requirements. They must present a valid visa and ID issued by Brazilian authorities to be able to enroll at the beginning of every academic period.

Applicants who fail to prove the conclusion of high school by the deadline established in the Application Calendar (item 1.5) will be eliminated from the admission process.

Documents that are not compatible with those requested by the Schools or presented after the deadline established in this Public Notice will not be accepted.

Applicants who choose the forms of admission “University Entrance Exam (Vestibular)” and “ENEM” must present documents for both applications.

## 2.6 NOTES ON THE ORAL EXAMS (THE EXAM IS CARRIED OUT VIA THE KIRA TALENT PLATFORM).

### 2.6.1 Content and Classification Criteria – Second Phase

The second phase is conducted online, synchronously, through the Kira Talent platform.

The Oral Exam takes place on the date established in the Calendar (item 2.6). Under no circumstances will the exam be rescheduled.

The applicant will receive a Confirmation Letter with information about the second phase of the admission process. The Confirmation Letter will be available online on the date established in the Calendar (item 2.6) from the website [www.vestibular.fgv.br](http://www.vestibular.fgv.br) >Curso>link “Acompanhe sua Inscrição” (Application status) > Confirmation Letter Second Phase.

The Oral Exam is carried out online and is the second phase of the admission process via University Entrance Exam, ENEM, and International Entrance Exams IB/ABITUR/BAC/SAT. This exam aims to evaluate three aspects:

- a. ability to argue and justify the vocational choice;
- b. analytical skills demonstrated orally;
- c. initiative presented during the interview, based on three dimensions: the ability to influence the environment, interaction with new social experiences, and the ability to work autonomously in organizations while respecting the positions of others.

The Examination Board will be composed of two professors from FGV EAESP per examined candidate. The professors are trained to conduct the oral exam following standardized criteria to assess the applicant’s performance.

Non-Brazilian applicants who choose the form of admission “International Entrance Exams” must be able to communicate with the Examination Board in English or Portuguese during the Oral Exam. Applicants who cannot communicate in either of these two languages will be disqualified from the admission process.

The applicant is responsible for printing the Confirmation Letter with the information about the Oral Exam. The Oral Exam can only be carried out on the date established in the Calendar (item 2.6.2) and at the scheduled time according to the Confirmation Letter.

On the day of the Oral Exam, the applicant accessing the link after the scheduled time in the Confirmation Letter will be disqualified from the admission process.

The Oral Exam must be completed within the time scheduled. Exams performed after the deadline will not be accepted and the applicant will be disqualified.

The applicant must keep cell phones, sound devices, and other electronic devices not being used in the Oral Exam turned off during the exam, at the risk of being disqualified from the admission process.

FGV is not responsible for any reason that makes it impossible for the candidate to take the Oral Exam, such as factors

preventing the online call. Thus, applicants must avoid technical impediments at the risk of being disqualified from the admission process.

Additional information about the Oral Exam online will be sent by e-mail on the date the Confirmation Letter is released.

There will be no appeals for the Oral Exam under any circumstances and no originals or copies of Exam materials will be provided.

## 2.6.2 Admission Process – International Exams IB/ABITUR/BAC/SAT

PHASES		DATES	LOCATION
Announcement of the applicants approved for the second phase and release of confirmation letters with instructions for the second phase		January 15, 2024	<a href="http://www.vestibular.fgv.br">www.vestibular.fgv.br</a>
Oral exam		January 17-18, 2024	Check the information in the confirmation letter
Final results		January 23, 2024	<a href="http://www.vestibular.fgv.br">www.vestibular.fgv.br</a>
Enrollment process	Step 1: Online Enrollment – uploading documents and scholarship information	From 10 am January 24 to January 29, 2024	<a href="http://www.vestibular.fgv.br">www.vestibular.fgv.br</a>
	Step 2: Signing digital documents	Until January 30, 2024	Applicant's e-mail
	Step 3: Other documents – FGV's platform Aluno Online	Calendar announced through the SRA's and FGV Schools' communication channels	<a href="http://aol.fgv.br">aol.fgv.br</a>
	Step 4: Document verification (in person)	Calendar announced through the SRA's and FGV Schools' communication channels	SRA-SP
Deadline to withdraw from the program		By February 23, 2024	FGV SRA-SP (Online)
Beginning of the academic semester		February 19, 2024	FGV-SP

## 3. SCHOOL ADDRESS

SCHOOL	WEBSITE	ADDRESS
São Paulo School of Business Administration – FGV EAESP	<a href="http://www.fgv.br/eaesp">www.fgv.br/eaesp</a>	Av. Nove de Julho, 2029, CEP 01313 902, Bela Vista, São Paulo, SP, Brazil

## 4. FORMALIZING THE AFFILIATION WITH FGV

### 4.1 GENERAL INFORMATION ABOUT ENROLLMENT

a. Announcements and public communication with successful applicants will be made through the website of the admission process [www.vestibular.fgv.br](http://www.vestibular.fgv.br) > Link Resultados (Results).

b. The call for successful applicants to enroll will follow the applicant's classification in the exams mentioned in this Public Notice.

c. Successful applicants will receive a registration number via e-mail to access the enrollment system.=

d. Successful applicants are responsible for monitoring the status of the enrollment process and complying with the Calendar of each School, at the risk of losing their places.

e. Applicants are responsible for completing the Declaration of Interest in a Place in FGV's Programs, which is available exclusively on the website. By submitting this declaration, applicants affirm their interest in remaining on the waiting

list for a place in accordance with the admission process associated with the form of admission they selected. Failure to complete the declaration may result in the forfeiture of a place in the program to which they applied.

f. Successful applicants are responsible for monitoring the analysis of the documents submitted (uploaded) in step 1 of the enrollment process, taking measures to correct any discrepancies by the deadline established in this Public Notice’s Calendar. The admission process website offers information regarding document status. Applicants must also follow the notifications about the document situation sent to their e-mail and/or SMS (FGV will send notifications to addresses and cell phones provided on the application form). Failure to follow these procedures may result in the forfeiture of a spot in the program to which they applied.

g. Successful applicants will only be able to enroll for the academic period related to the admission process they participated in.

## 4.2 STEP 1: Online Enrollment

The Online Enrollment must be initiated after FGV SRA approves the first documents presented during the application. Before uploading documents, carefully read item 5.1, “General Information About Enrollment.”

STEP 1 REQUIRED DOCUMENTS FOR BRAZILIAN APPLICANTS	STEP 1 REQUIRED DOCUMENTS FOR FOREIGN APPLICANTS
<ul style="list-style-type: none"> <li>a. 1 (one) color 3cm x4cm photo (recent) for the Student Digital ID Card: JPG file extension and 800Kb resolution;</li> <li>b. Individual Taxpayer Number (CPF);</li> <li>c. ID Card;</li> <li>d. High School Certificate (see item 15.2 “c”);</li> <li>e. Medical Report: Persons with Disabilities – (Annex I).</li> </ul>	<ul style="list-style-type: none"> <li>a. 1 (one) color 3cm x 4cm photo (recent) for the Student Digital ID Card: JPG file extension and 800Kb resolution;</li> <li>b. Individual Taxpayer Number (CPF);</li> <li>c. National Migration Registration Card – CRNM;</li> <li>d. Passport;</li> <li>e. Student visa;</li> <li>f. Insurance policy for a minimum amount of EUR30,000 or USD42,000, including posthumous transfer to the country of origin;</li> <li>g. High School Certificate</li> <li>h. Medical report: Persons with Disabilities – item 15.4.6 and (Annex I).</li> </ul>

## 4.3 STEP 2: SIGNING DIGITAL DOCUMENTS

FGV will send the documents below via e-mail; the successful applicant must sign them digitally. The documents will be sent after the correct and complete upload of the required documents listed in Items 5.2 and 5.3.

- a. Contract between FGV and the Student for the Provision of Educational Services;
- b. Enrollment Form;
- c. Term of Academic Responsibility;
- d. Term of Commitment (when applicable);
- e. Proof of funds (non-Brazilian students);
- f. Request to include a “Nome Social” (Social Name) (as opposed to the complete birth name), according to Brazilian legislation.

### 4.3.1 Digital Signature of Documents:

- a. The successful applicant must apply their digital signature to the documents described in item 5.4 within the period established in the Calendar.
- b. Failure to meet the deadline will characterize the applicant’s withdrawal and the subsequent applicant from the waiting list may be called.
- c. Due to the configuration of some internet providers, the e-mail for the digital signature of documents may be directed to the SPAM box or trash. It is the applicant’s responsibility to monitor and verify their e-mail.

d. FGV will not accept the applicant’s subsequent appeals or justifications for non-compliance with item 5.4 within the deadline established in this Public Notice.

**4.4 STEP 3: OTHER DOCUMENTS – FGV’s PLATFORM “ALUNO ONLINE”**

After the beginning of the academic period, the student must upload the documents below through the platform “Aluno Online” (aol.fgv.br) and present the originals at the Registrar’s Office (FGV SRA), along with the others listed in item 5.3, to comply with Step 4 – Document Verification (in person).

STEP 3: REQUIRED DOCUMENTS –FOR BRAZILIAN APPLICANTS	STEP 3: REQUIRED DOCUMENTS – FOR FOREIGN APPLICANTS
<p>(<a href="https://concluintes.educacao.sp.gov.br/publica/consultapublica/search">https://concluintes.educacao.sp.gov.br/publica/consultapublica/search</a>)</p> <p>a. Birth or marriage certificate, according to marital status;</p> <p>b. High school transcript;</p> <p>c. Certidão de Quitação Eleitoral (document proving that the applicant complied with electoral obligations according to Brazilian law) – for applicants over 18 years old (<a href="http://www.tse.jus.br/eleitor-e-eleicoes/certidoes/certidao-de-quitacao-eleitoral">http://www.tse.jus.br/eleitor-e-eleicoes/certidoes/certidao-de-quitacao-eleitoral</a>)</p> <p>d. Military Discharge Certificate or Certificate of Military Service (except for applicants under 16 years old);</p> <p>e. Voter registration card – for people over 18</p> <p>f. Copy of Publication in the Official Gazette, registering that the applicant completed high school – mandatory for graduates in the State of Rio de Janeiro, from 1985 to 2015 and for graduates in the State of São Paulo from 1980 to 2000;</p> <p>g. Copy of the publication in the GDAE (Dynamic Management System of School Administration), registering that the applicant completed high school – mandatory for graduates in the State of SP from 2011</p> <p>(<a href="https://concluintes.educacao.sp.gov.br/publica/consultapublica/search">https://concluintes.educacao.sp.gov.br/publica/consultapublica/search</a>)</p>	<p>a. Birth or marriage certificate, according to marital status;</p> <p>b. High school transcript.</p>

**4.5 STEP 4: DOCUMENTS VERIFICATION (IN PERSON)**

The originals of the documents described in items 5.3 and 5.4 must be presented at the Registrar’s Office (FGV SRA) for ratification of enrollment in the program

The schedule for this step will be published on the FGV SRA and FGV Schools communication channels.

This step is mandatory, and failure to comply with it will make it impossible to renew the enrollment for the subsequent academic period. FGV will not accept justifications or appeals.

**4.6 WITHDRAWAL FROM THE PROGRAM AND ENROLLMENT CANCELLATION**

Applicants’ withdrawal from the program and the enrollment cancellation must be requested formally by sending an e-mail to:

[financeiro.SRASP@fgv.br](mailto:financeiro.SRASP@fgv.br)

FGV will refund 90% of the amount paid. The request must be made through the Return Form (available at [www.vestibular.fgv.br](http://www.vestibular.fgv.br)) within the period established in the Public Notice Calendar.

The refund will occur within 30 (thirty) days of the date of formalization of the request and submission of the form. Requests for a refund after the deadline established in the Calendar will not be accepted.

**Enrollment Cancellation:** The enrollment cancellation request must be formalized through the platform “Aluno Online” (aol.fgv.br), without refund.

FGV will cancel, at any time, the enrollment of students who used documents and/or information that are false, fraudulent, containing irregularities, or other illicit acts. There will be no refund.

#### 4.7 LEAVE OF ABSENCE IN THE FIRST SEMESTER

A leave of absence for the first academic semester is not allowed at FGV EAESP.

### 5. GENERAL PROVISIONS

- a. This admission process is valid only for the 1st (first) academic semester of 2024.
- b. Applicants participating in this admission process are subject to the provisions in this Public Notice and to complementary rules, official notices and other officially published documents, with no subsequent appeal.
- c. It is the obligation of the applicant to be informed about dates, locations, and deadlines set in the Calendar of this Public Notice. The applicant is fully responsible for any damage resulting from the non-observance of this information.
- d. The programs may be offered, at the discretion of the FGV Schools, in the following modalities:

**MEDIATION BY TECHNOLOGY:** Ordinance MEC 320 of May 04, 2022, D.O.U. of May 05, 2022, provides for the use of digital educational resources, information and communication technologies, or other conventional means, which may be used exceptionally, to complete the workload of pedagogical activities, in compliance with measures to face the COVID-19 pandemic established in biosafety protocols.

**HYBRID:** Higher education institutions, in accordance with the legislation, may introduce the offer of course load in the distance learning modality together with their undergraduate programs in person, up to the limit of 40% of the total course load.

**IN PERSON:** Following the legal authorization from the Ministry of Education for each program.

- a. Cases not covered in this Public Notice regarding the admission process must be presented to the Registrar's Office (FGV SRA) for analysis and opinion, if necessary, with the support of the Coordination.
- b. Cases not covered in this Public Notice regarding the steps of online enrollment will be resolved by the Registrar's Office (FGV SRA), where additional information can be obtained.
- c. The times mentioned in this Notice refer to the official time in Brasilia (GMT-3h).
- d. FGV, its Schools, Institutes, faculty, and collaborators comply with the Personal Data Protection Law – Law 13709/18