

ADMISSION PROCESS

FIRST SEMESTER 2025

INTERNATIONAL TRANSFERS

UNDEGRADUATE COURSE IN

BUSINESS ADMINISTRATION

GRADUAÇÃO  FGV

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FUNDAÇÃO GETULIO VARGAS
SÃO PAULO SCHOOL OF BUSINESS ADMINISTRATION UNDERGRADUATE
COURSE IN BUSINESS ADMINISTRATION
ADMISSION PROCESS – INTERNATIONAL TRANSFER
FIRST SEMESTER 2025

The Fundação Getúlio Vargas publicly announces the opening of the Admission Process for International Transfers, effective in the first semester of 2025, for the Undergraduate Course in Business Administration at FGV EAESP – São Paulo School of Business Administration. Applicants taking recognized undergraduate business courses in institutions from countries other than Brazil may apply, according to the Internal Resolution FGV EAESP nº 21/2009, of 06/22/2009.

1. THE COURSE

1.1 The Undergraduate Course in Business Administration at FGV EAESP – São Paulo School of Business Administration had its Recognition renewed through Portaria SERES nº 385 of 08/13/2024, by the Ministry of Education published in the D.O.U. on August 14th, 2024.

1.2 Location

The Undergraduate Course in Business Administration at FGV EAESP is taught in the FGV Buildings, in São Paulo, Brazil, at the following addresses: Avenida Nove de Julho, 2.029, Rua Itapeva, 432 and Rua Professor Picarolo, 63.

2. THE LENGTH AND TIME OF THE COURSE

2.1 The Undergraduate Course in Business Administration at FGV EAESP is a four-year, semester-based course, with a maximum length of seven years/ fourteen semesters. The course has a full-time schedule in its five initial semesters (morning and afternoon), and part-time (morning) in the three final semesters. There are five groups taught in Portuguese, and one group fully taught in English.

3. OF VACANCIES OFFERED

3.1 The vacancies offered for Transfer for the first semester of 2025 are defined as follows:

CLASSES	CURRICULAR SEMESTER	OFFERED VACANCIES	PERIOD
Business Administration	2 nd	4	Full time
Business Administration	3 rd	3	Full time

4. CONDITIONS

4.1 Students taking Business Administration Courses – or courses whose contents are similar to those of Business Administration – in higher education institutions in countries other than Brazil may apply.

4.2 Applicants must be currently enrolled in their original higher education institution and must have taken at least two semesters at their school.

- 4.3 Applicants currently on leave from their higher education institution may also apply, provided they have taken at least two successful academic semesters at their school in the past three years. Applicants must also present proof that they are eligible to resume their courses at their original higher education institution.
- 4.4 Applicants' original higher education institution must be currently operating regularly.
- 4.5 Applicants must present their Transcript of Records, which must display approval in a significant number of disciplines equivalent to those in the initial semesters at FGV EAESP.
- 4.6 Applicants cannot be admitted, who do not clear most of the mandatory disciplines in the first semester of the FGV EAESP Business Administration Course, leaving a maximum of four disciplines to be taken in their first enrollment. The current curriculum at FGV EAESP will be used in the comparative analysis.
- 4.7 Applicants must have studied a minimum of semesters at their original institution equivalent to the number of semesters from which they are exempt at FGV EAESP.
- 4.8 After their first enrollment, applicants will be able to transfer a maximum of 60 (sixty) FGV credits from their original courses, as long as the disciplines are recognized as equivalent to mandatory or electives. Applicants must provide the syllabi of the disciplines taken at their original courses for the analysis of equivalence in content and hours.
- 4.9 Each FGV credit corresponds to 15 contact hours in the semester and the same amount in individual or group study time, with a workload of 30 hours per credit. A regular academic semester at FGV EAESP usually has between 24 and 30 credits, with a total weekly workload of 48 to 60h.

5. APPLICATION REQUIREMENTS

- 5.1 Applications will be received through the internet, according to the dates and website specified in the Schedule (Annex I). The applicant is responsible for the information provided in the registration form – confidentiality is in accordance with the Brazilian General Law of Protection of Personal Information – (Lei Geral de Proteção de Dados Pessoais- LGPD- Annex V).
- 5.2 In order to submit their application, students must:
 - a. Be fully aware of the rules of the Notice, available from the site <https://vestibular.fgv.br/en/courses/sao-paulo/business-administration>;
 - b. Access the registration area in the Selection Process website and fill in the fields for their personal information.
 - c. Make the payment of the registration fee of R\$ 150,00 (one hundred and fifty reais; subject to exchange rates), by 18h (Brazilian time) of the date indicated in the Timeline (Annex I);
 - d. Keep the proof of payment of the registration fee, so that it can be produced if necessary.
 - e. Ensure that the payment of the registration fee has been confirmed through the site <https://processoseletivo.fgv.br/CGATI/acompanhamento>, from two business days after the payment.
- 5.3 The payment of the registration fee must be made through credit card, within the established dates. Other forms of payment will not be accepted, nor will late payments.
- 5.4 Applicants will be fully responsible for the personal information provided, and the data must be in accordance with the terms of this Notice.
- 5.5 After submission, applicants will receive a registration number through the informed e-mail address. Applicants must inform an e-mail address which they access frequently and an active mobile phone number so that they can receive SMS and WhatsApp messages. Applicants will be contacted exclusively through these channels.
- 5.6 Only applicants who make the full payment of the registration fee within the established dates will be able to formalize their registration – item 6 of this Notice. Lack of payment, late or divergent payments will not allow the applicant to formalize their registration.

- 5.7 Within the dates for the registration established in the Timeline (Annex I), applicants may issue a new bank slip through the website <https://vestibular.fgv.br/en> or make a payment through a credit card.
- 5.8 Applicants may request the cancellation of their registration in the Admission Process and the refund of the registration fee within 7 (seven) calendar days of the date of the payment. After this period, fees will not be refunded.
- 5.9 FGV is not liable for incomplete submissions for technical reasons such as hardware, software, or communication issues; or errors on the applicant's part, especially on the last day of registration.
- 5.10 As their application is submitted, applicants fully accept the conditions of this Notice, without restrictions. They forfeit the right to contest any rules of the current admission process. Applicants are responsible for the information provided, as well as for confirming all information is correct before completing their registration.

6. REGISTRATION

- 6.1 In order to complete your registration, in addition to the payment of the fee, applicants must upload the following documents in the Processo Seletivo website, according to the Timeline (Annex I):
 - a. Results of the SAT taken between 2021 and October 2024. For SAT in 2024, please register within the deadlines indicated – (<https://satsuite.collegeboard.org/sat/registration/international-testing/dates-deadlines>)
 - b. Transcript of Records from the Business Administration course taken at the original higher education institution, including the performance in the admission process.
 - c. Syllabi of the disciplines taken and validated, as well as those currently being taken at the original higher education institution,
 - d. Letter of motivation addressed to the Undergraduate Program Director at a FGV-EAESP;
 - e. Medical statement (if the applicant requires special conditions for the online interview) – annex III;
 - f. Proof of language proficiency: CEFR C1 in English (TOEFL score 100 or higher, IELTS score 7 or higher, Cambridge Advanced or Cambridge Proficiency) or Portuguese (DAPLE, Celpe-Bras, or similar certification).
 - g. Social Name Form (Gender Identity, optional) – annex IV
 - All documents must be digitalized and saved in "PDF" format;
 - The maximum size of each document to be uploaded is 1,5MB;
 - Photographs of the documents will not be accepted;
 - Documents containing more than one page must be digitalized in one file.
 - Non-compliance with deadlines and instructions specified in item 6.1 will result in the applicant's removal from the Admission Process.

7. ADMISSION PROCESS

- 7.1 The Admission Process is comprised of three phases:
 - a. **Phase 1** – Analysis of the SAT results: applicants must present a minimum overall score of 1200, and a minimum Mathematics score of 720 to qualify for the next phase.
 - b. **Phase 2** - Online individual interview: applicants will be interviewed by two members of the faculty and receive a grade ranging from 0.0 to 10.0. Applicants whose grade is 4.0 or below will be disqualified.
 - c. **Phase 3** – Analysis of curriculum compatibility: disciplines studied at applicants' original higher education institution will be compared to those in the Business Administration Course at FGV EAESP. In this analysis, items 4.6, 4.7 and 4.8 must be fulfilled. A grade from 0.0 to 10.0 will be awarded to this item, according to the percentage of credits considered equivalent from the first and second semesters of the Course at FGV EAESP. (0.0 for no matches, 10.0 for 100% match).

7.2 Online Interview

- 7.2.1 Applicants who fulfill the conditions of item 7.1.a. Phase 1 and have uploaded the documents listed in item 6 will be interviewed online.
- 7.2.2 The Interview will be scheduled according to the Timeline (Annex I) through e-mail.
- 7.2.3 Interviews will be conducted through a Zoom meeting.
- 7.2.4 The link for the Online Interview will be sent at least one day in advance. Applicants must be connected at least five minutes before the scheduled time.
- 7.2.5 Applicants who do not attend the Online Interview on the scheduled date and time will be disqualified.
- 7.2.6 Rescheduling of the Online Interview will not be possible to applicants who do not comply to the conditions of this Notice.
- 7.2.7 During the Online Interview, applicants must not access their mobile phone or other devices which are not in use for the interview. Noncompliance may lead to disqualification.
- 7.2.8 Applicants must not wear hats, sunglasses, hoods and other items which may make their identification difficult during their Online Interview.
- 7.2.9 FGV is not liable for unsuccessful interviews due to technical reasons such as hardware, software, or communication issues; or errors on the applicant's part.

8. RESULTS

- 8.1 After applications are analyzed, finals scores will be calculated as follows:

SAT scores (item 7.1 – a)	50%
Online Interview (item 7.1 – b)	20%
Curricula compatibility analysis (item 7.1 – c)	30%

- 8.2 Applicants will be classified according to their scores, and will be communicated of their results and possible placement. They will also receive information about the deadlines for their enrollment.
- 8.3 Applications which do not comply with the requirements in this Notice will be rejected.
- 8.4 This admission process does not admit objections; applicants who register must only do so if they fully agree with the terms of this Notice.
- 8.5 Results will be accessible through the website <https://vestibular.fgv.br/en/courses/sao-paulo/business-administration> according to the Timeline (Annex I).
- 8.6 Grades will not be publicized, under any circumstances.

9. ENROLLMENT

9.1 GENERAL INFORMATION

- a. Applicants will have access to their results from the Admission Process website <https://vestibular.fgv.br/en> > Courses > Results link.
- b. The registration number received by the applicant must be used to access the information.
- c. Applicants are responsible for responding to communications and following the progress of the Admission Process and deadlines.
- d. Applicants accepted in this Admission Process will be able to enroll to attend the semester starting on February 3rd, 2025.
- e. Accepted applicants who wish to enroll must do so according to the Timeline (Annex I).

9.2 DIGITAL ENROLLMENT AND DOCUMENT UPLOAD

Accepted applicants must enroll through the website (vestibular.fgv.br), and upload the following documents:

STEP 1: MANDATORY DOCUMENTS FOR NON-BRAZILIAN APPLICANTS:	STEP 1: MANDATORY DOCUMENTS FOR BRAZILIAN APPLICANTS:
<ul style="list-style-type: none"> a. A recent Profile Picture; b. CPF (Brazilian tax number) c. Passport or RNM (Brazilian ID for foreign citizens) d. Health insurance at a minimum of € 30.000 or US\$ 42.000 coverage, which includes the transport to the country of origin if necessary. e. Student visa (must be requested at a Brazilian Consulate or Embassy as soon as the applicant is accepted for transfer – a letter of acceptance will be issued by FGV EAESP); f. High School Certificate of completion; consularized by the Brazilian Consulate in the Country of origin. g. Proof of payment of the first installment of the semester tuition fee; h. Syllabi of the disciplines for the validation of disciplines taken previously at the student's original higher education institution; i. Transcript of records from their original higher education institution; j. Applicant with Disability – Doctor Report - (Annex III); 	<ul style="list-style-type: none"> a. A recent Profile Picture; b. CPF (Brazilian tax number) c. RG d. High School Certificate of completion; e. Proof of payment of the first installment of the semester tuition fee; f. Syllabi of the disciplines for the validation of disciplines taken previously at the student's original higher education institution; g. Transcript of records from their original higher education institution; h. Applicant with Disability – Doctor Report - (Annex III);

- 9.2.1. The protocol of request of CRNM (National Migration Registration Card) will be accepted provisionally for enrollment purposes. The document must be presented as soon as it is received.
- 9.2.2. Documents which are not in English or in Portuguese must be presented with its sworn translation in either language.
- 9.2.3. Applicants who declare a disability must upload a medical statement describing the disability, the ICD (International Classification of Diseases) and the special needs the applicant might have in their academic context.
- 9.2.4. If High School was completed abroad, the applicant must present a statement of equivalence of studies.(Refer to Annex VI for further information);
- 9.2.5. In the case of a course taken abroad, the candidate must present the Transcript of records from their original higher education institution consularized by the representative office of the destination country (Embassies/ Consulates) or apostilled, according to the Hague Convention, and submitted with a sworn translation. (Refer to Annex VI for further information);

Information for documents upload:

- a. Documents must be uploaded through the Admission Process website <https://vestibular.fgv.br/en> > Course> Results link > Digital Enrollment link, according to the Timeline (annex I);
- b. Documents must be digitalized (scanned) and saved in PDF format;
- c. Documents must not exceed 1,5Mb individually;
- d. Photographs of documents will not be accepted;
- e. Documents containing more than one page must be saved as one file;
- f. Unreadable or incomplete documents, or those which do not fit the established standards will not satisfy the requirements for the enrollment.
- g. Enrollment will only be accepted within the dates established in the Timeline (Annex I).

9.3 STEP 2 – DIGITAL SIGNATURE

The following documents will be sent through e-mail to be signed by the applicant, immediately after the successful completion of the document upload in item 9.2;

- a. Educational Service Agreement;
- b. Completed and signed Enrollment Form;
- c. Signed Declaration of Responsibility;
- d. Social Name Inclusion Form (optional)

9.3.1 Digital Signature of documents:

- a. Applicants must digitally sign the documents listed in item 9.3 within the deadline established in the Timeline.
- b. Missed deadlines will be understood as the applicant's withdrawal from the Admission Process.
- c. Depending on providers' configurations, the e-mail containing the documents for the digital signature might be sent to your SPAM box or recycle bin. Applicants are responsible for verifying their e-mails in all cases.
- d. The enrollment stage does not admit objections. Applicants who do not fulfill the requirements will not be able to enroll.

9.4 STEP 3: OTHER DOCUMENTS

9.4.1 The documents must be uploaded through Student Portal after the enrollment.

STEP 3: MANDATORY DOCUMENTS FOR NON-BRAZILIAN APPLICANTS:

- a. Birth Certificate or Marriage Certificate, according to their marital state;
- b. Final transcript of records from their high school;

9.4.2 All documents are mandatory, except for those not pertinent to the applicant's specific situation.

10. DIGITAL ENROLLMENT CANCELLATION

- **Cancellation of Digital Enrollment**- Must be formalized by email to: prematriculasp@fgv.br.
- Applicants who wish to withdraw their enrollment must register the request within the dates described in the Timeline will have a 90% refund of the fee paid. Retention of 10% will cover administrative costs.
- The refund will occur within 30 (thirty) days from the date of formalization of the request and submission of the form.

Requests for refunds after the deadline will not be accepted.

- **Enrollment Cancellation:** The request to cancel enrollment, after its completion and after the established deadline in the Schedule of this Notice, must be formalized through Student Portal (aol.fgv.br), without refund of amounts paid.
- Applicants who have used false information, fraudulent documents or produced by illicit means will have their enrollment terminated. In this case, fees are not refundable.

11. TUITION FEES

COURSE	SEMESTER TUITION (2024)	MONTHLY TUITION (2024)
Business Administration – Full time	R\$ 40.200,00	R\$ 6.700,00

- 11.1 The first monthly installment must be paid at the time of the enrollment (bank slip available at the Pre-enrollment stage) and the following ones must be paid by the 10th every month.
- 11.2 Tuition fees are revised yearly, according to the Law 9.870/99.
- 11.3 The student will be charged a maximum of 8 semesters fees, depending on the semester their previous course allows them to start at FGV EAESP. Other fees and financial obligations will be the same as applicable to all students in the undergraduate course at FGV EAESP.
- 11.4 The student will be charged for uncompleted credits required for their undergraduate degree after the 8th semester.

12. GENERAL INFORMATION

- 12.1 The course is offered primarily in in-person mode, with possible technology-mediated components.
- 12.2 Applicants registered in this Admission Process are subject to the conditions contained in this Notice, as well as any additional rules, official notices and other official documents issued by FGV.
- 12.3 Applicants registered in this Admission Process fully accept the rules and conditions of this Notice. Later objections are not admissible.
- 12.4 Results will be communicated through the website <https://vestibular.fgv.br/en> > courses > Results link.
- 12.5 This Admission Process refers to admissions for the semester starting on February 3rd, 2025, exclusively.
- 12.6 Applicants must keep informed about dates in the Timeline (Annex I) of this Admission process. FGV EAESP is not liable for missed deadlines and resulting detrimental effects.
- 12.7 The Business Administration Course may have elective disciplines offered in English or in Portuguese.
- 12.8 Situations unpredicted in this Notice will be analyzed individually by FGV.
- 12.9 The time reference in this Notice considers the official time in Brasilia.
- 12.10 FGV, its Schools, Institutes, instructors and employees comply with the Brazilian Law for General Data Protection- Law Nº. 13.709/2018 of 08/14/2018 (Annex V).

São Paulo, August 27th, 2024.

Antonio de Araujo Freitas Junior
Pró-Reitor de Ensino, Pesquisa e Pós-Graduação
Fundação Getulio Vargas

ANNEX I – TIMELINE

INTERNATIONAL TRANSFER – ADMISSION PROCESS

STEP		DATES	PLACE
Registration		From August 27th to October 11th 2024 at 6pm	vestibular.fgv.br/
Confirmation of the Online Interview schedule		October 21st 2024 after 6pm	vestibular.fgv.br/
Online Interview		October 23rd and 24th 2024	Zoom
Results		October 30th 2024 after 6pm	vestibular.fgv.br/
Enrollment	Step 1: Digital enrollment (document upload)	From 10am on October 31st 2024 until November 27th 2024	vestibular.fgv.br/
	Step 2: Digital signature	Until November 28th 2024	Applicant's e-mail
Deadline to request cancellation		Until February 7th, 2025	FGV SRA-SP (online)
Initial date of the semester		February 3rd, 2025	FGV - SP

ANNEX II – ADDRESSES

SÃO PAULO SCHOOL OF BUSINESS ADMINISTRATION

Av. Nove de Julho, 2029
Rua Professor Picarolo, 63
ZIP Code 01313-902, Bela Vista, São Paulo, SP
Home page: www.fgv.br/eaesp

FGV CONHECIMENTO (SELECTION PROCESS)

Phones: (11) 3799-7711 or 0800 770 0423.
Service hours from 9 am to 6 pm, Monday to Friday
E-mail: processoseletivo@fgv.br

FGV SRA - ACADEMIC REGISTRATION OFFICE

Avenida Nove de Julho, 2029 – 2nd floor,
ZIP Code 01313-902, São Paulo, SP
E-mail: prematriculasp@fgv.br

ANNEX III - APPLICANTS WITH DISABILITIES

1. The applicant with disabilities who requires specific conditions for the online interview must upload the medical report (descriptive and ICD number) at the time of registration, stating the need for the online interview application within the deadline described in the Schedule (Annex I).
2. The attached medical report must contain accurate and reliable information, under penalty of the applicant responding against faith public and being excluded from the Selection Process or, later, from the course.
3. It is the applicant's responsibility to provide all necessary information for their assistance. The absence of the requested documentation in this Notice will result in the online interview being conducted under the same conditions as the other applicants.
4. The provision of special conditions will be subject to an analysis of the legality, feasibility, and reasonableness of the request.
5. If approved in the Selection Process and if they require specific resources for mobility, attendance of classes, and academic activities, the applicant must formalize it through a specific form at the time of enrollment, attaching a medical report (descriptive and ICD number) and describing the necessary resource.

ANNEX IV – GENDER IDENTITY

1. In compliance with current legislation, Resolution CNE/CP Nº. 01 of 19/01/2018, which establishes the right to use the social name, the applicant may submit their request by completing the specific form (Annex IV), to be submitted along with the registration documentation for the selection process, within the deadline established in the Schedule (Annex I).
2. In case of approval in the Selection Process, the request form for the inclusion of the social name must be presented at the time of enrollment, as per the Schedule (Annex I).
3. FGV reserves the right to require, at any time, other supporting documents regarding the request for the inclusion of the Social Name.

REQUEST FOR INCLUSION OF SOCIAL NAME	
In compliance with the terms of Resolution CNE/CP Nº. 01, dated 19/01/2018	
STUDENT:	
LEGAL NAME:	
SOCIAL NAME:	
ID NUMBER:	COURSE:
PHONE:	EMAIL:
LEGAL GUARDIAN:	
PHONE:	EMAIL:
DECLARATION:	
1. I declare to be aware of the use of the SOCIAL NAME in School Records in accordance with the current Legislation.	
2. FGV reserves the right to require, at any time, other supporting documents regarding the request for inclusion of the Social Name, as well as to verify the accuracy of the information with the Legal Guardian, in the case of students under 18 (eighteen) years old.	
____/____/____ date	_____ student's signature

ANNEX V – DATA PROTECTION

1. Applicable Legislation and Definitions. The processing of personal data carried out within the scope of this Selection Process will comply with the Brazilian legislation on the protection of personal data in force, especially Law 13,709/2018 - General Data Protection Law (LGPD), other applicable legislation, resolutions, and normative instruments regulated by the Ministry of Education (MEC), the National Data Protection Authority (ANPD), and, finally, the provisions of this Notice. For the reading of this annex, the following necessary definitions are provided:

1.1 “Platforms or software used for selection” shall be understood as the electronic solutions enabling the Selection Processes of the Schools or Units of FGV that opt for their realization in a non-presential format, being, in this case, three the main tools used, depending on the type of selection. They are: (i) Zoom, from the company Zoom Video Communications, Inc;

1.2 “Information security incident” shall be considered as an occurrence related to personal data capable of causing damage or relevant risk to their respective Holders and compromising the confidentiality, integrity, or availability of such data.

2. Main Processing Agents. Considering the purposes of the Selection Process and in accordance with the LGPD, FGV will be considered the Controller of the personal data of the Candidate, being able to fully discipline how to treat them, in compliance with the current legal and regulatory requirements. Service providers (such as, but not limited to, communication services, banking services, among others) and suppliers of products/solutions (such as platforms or software used for selection or other additional technological solutions, such as, but not limited to, email providers, video call providers, among others), shall be considered Processors or Joint Controllers of the personal data of the Candidates, depending on the processing carried out.

3. Sharing and International Transfers of Personal Data. For the regular pursuit of the purposes provided for in the Selection Process, FGV may share the personal data of the Candidates: (i) internally among other units, subunits, and areas of FGV that need to have access, (ii) with third parties, when necessary to comply with a legal or regulatory obligation, for example, a determination by the ANPD, and (iii) with the service providers or suppliers of products/solutions strictly related to the purpose of this Selection Process.

3.1 For non-presential selection processes, it is asseverated, from now on, that the responsible institutions for platforms or software used for selection have their own Terms of Use and Privacy Policy, and may, in their operation, perform the international transfer of their personal data, depending on the location of their technological infrastructure. In these cases, the appropriate contractual safeguards will be taken, and the legal bases provided for by law will be observed, especially the execution of a contract or preliminary procedures related to a contract.

3.1.1 FGV may use any of the suppliers listed in platforms or software used for selection, depending on the context, phase, and type of selection process. The platform applicable to your specific case will be informed in advance. The respective Terms of Use and Privacy Policy are accessible at the following addresses: (i) Zoom: Privacy Policy available at <https://explore.zoom.us/en/trust/privacy/> and Terms of Use and Service Conditions available at <https://explore.zoom.us/en/terms/>;

3.1.2 The platform used by FGV for the selection process may be replaced at its discretion, with prior notice to the Candidate about the new platform, maintaining all LGPD guarantees for the processing of their personal data.

4. Purpose of Processing and Legal Bases. The processing of personal data, including sensitive personal data to be carried out, has as its central purpose to enable the Selection Process in a fair and efficient manner. FGV guarantees/affirms that:

4.1 The main legal bases used for the processing of your personal data may be, without prejudice to other necessary ones and depending on the context of the Selection Process: (i) execution of a contract, including preliminary procedures; (ii) compliance with a legal or regulatory obligation, such as those emanating from authorities, including, and as far as applicable, Ordinances and other regulations of the MEC or its Council(s) or Committee(s), especially Chapter IV of

Law 9,394/96; (iii) consent, when specifically required by a Consent Form; (iv) regular exercise of rights in a judicial, administrative, or arbitral process; (v) legitimate interests of FGV or third parties related to it, observing the rights of the Holder;

4.2 The eventual processing of image and voice collected during the performance of the selection tests aims to enable the Selection Process, ensuring security and probity in the conduct of the selection, and will be carried out by specific platforms of FGV (or contracted by it), with which there will be data sharing provided by the holder in their registration, observing the applicable legal bases for this operation.

5. Information Security. FGV will apply reasonable and appropriate administrative and technological measures, ensuring the security parameters provided for in the LGPD to protect the personal data of the Candidate.

5.1 In the event of an information security incident capable of causing damage or imposing relevant risks to the Candidate, he/she will be notified, as well as the ANPD, in the manner and within the deadlines established by this regulatory agency.

6. Your Duties. You shall:

6.1 Follow the instructions provided by FGV or, if applicable, by platforms or software used for selection, including those established in Terms of Use or Privacy Notices, aiming to protect your access credentials and keep your personal devices and programs updated;

6.2 Observe the instructions provided by FGV regarding the exercise of your rights as a holder or to communicate doubts, complaints, or suggestions, including exercising them through the appropriate channel;

6.3 Act in good faith and cooperation so that the processing of your personal data, due to registration for the Selection Process at FGV, occurs securely and within the desired purposes.

7. Your Rights. The appropriate channel for the exercise of your rights is provided for in the “Portal of Data Subject Rights of FGV”, available at the address: <https://portal.fgv.br/en/personal-data-protection>. Subjects not proficient in the Portuguese language may, exceptionally, request the exercise of rights by email at dpo@fgv.br.

7.1 For non-presential selection processes, concerning the platforms or software used for selection, the appropriate channels for the exercise of the rights guaranteed by the LGPD are indicated, respectively: Zoom, trust@zoom.us;

7.2 FGV will be responsible for the processing of personal data caused by it according to the requirements and exceptions defined by law. FGV will not be responsible, however, for connection failures or any other structural, formal, and/or timeliness circumstances (as established in this Notice) whose responsibility lies exclusively with the Candidate;

7.3 The rights of data subjects are also safeguarded, especially the right to object to receiving communications, i.e., the right to opt-out, subject to necessary communications for the Candidate’s participation in the selection process.

8. Elimination of Personal Data. Personal data will be deleted from FGV systems when no longer necessary for the Selection Process, unless there is a legal basis for their maintenance, such as provisions of tables of temporality from the National Archive and/or MEC, and also observing the jurisdictional prescription periods in order to safeguard FGV in any judicial demand.

General Information. For technical/procedural questions, support, complaints, or suggestions related to the protection of personal data, or further information about the LGPD compliance measures taken by FGV, its Policies, and Guides, please consult the FGV Data Protection Portal at the address: <https://portal.fgv.br/en/personal-data-protection>.

ANNEX VI – GUIDELINES FOR NON-BRAZILIAN APPLICANTS

We have listed some important information and instructions to assist the non-Brazilian applicant in the enrollment process.

1. The accepted applicant will receive an **Acceptance Letter** issued by FGV. This is an official document issued by the Institution, formalizing the admission to the course.
2. The applicant must present the **Acceptance Letter** to the Brazilian Embassy or Consulate in their country and apply for the **Student Visa (VITEM IV)**, which is required of all international students to complete the enrollment process.
3. At the Brazilian Embassy or Consulate, the applicant should also request the **CPF** (Brazilian tax number – required for all financial operations in Brazil), and **consularize their high school certificate of completion**.
4. After their arrival, the applicant must schedule a visit to the Federal Police (Polícia Federal) in order to register their student visa and request the **RNM** (Brazilian ID), as soon as possible. The Federal Police will issue a provisional document (Protocolo) which certifies the completion of this step. The **RNM card** will be issued in up to 90 days.
5. In order to request the equivalence of high school studies, the candidate will need their certificate of conclusion and school transcript – consularized and with their sworn translation to Portuguese – proof of residence, and provisional RNM (Protocolo). These documents need to be presented to the regional office of **Diretoria de Ensino**.

* FGV EAESP will offer assistance to international students for the completion of items 4 and 5 above.

SPECIAL STUDENT

International students will be allowed the period of one semester to acquire the documents demanded by the Brazilian law, notably their RNM card and high school studies equivalence. Until these documents are presented to FGV EAESP, they will be considered Special Students (Aluno Especial).

CONDITIONS:

- Special students (**Aluno Especial**) are required to fulfill all activities and keep an attendance of 75% or higher, following the rules of the course.
- Special students (**Aluno Especial**) must have obtained their RNM card and the recognition of their high school studies by the end of their first semester. After the presentation of the documents, they will be able to enroll as Regular Students (**Aluno Regular**) in their second semester.
- The maximum period for the provisional status as a Special Student (**Aluno Especial**) is one semester.
- Brazilian students who completed their high school abroad may also be enrolled as a Special Student (**Aluno Especial**) for one semester, in order to request the equivalence of their high school studies, if they do not possess the document at the time of their digital enrollment.