

## SÃO PAULO

## SÃO PAULO SCHOOL OF BUSINESS ADMINISTRATION – FGV EAESP

**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(DP), 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 <https://vestibular.fgv.br/en/courses/sao-paulo/business-administration> **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 <https://vestibular.fgv.br/en/COURSES>, 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 125.00 – Application fee for the “Brazilian National High School Exam – ENEM,” applicable for payments made by the deadline established in the Application Calendar (item 1.5);
- b. BRL 250.00 – Application fee for the “University Entrance Exams” and “International Entrance Exams,” applicable 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 <https://vestibular.fgv.br/en/courses/sao-paulo/business-administration> > TRACK YOUR APPLICATION, 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
Registration	April 07 to May 06, 2025, by 6 pm	<a href="http://vestibular.fgv.br">vestibular.fgv.br</a>
* Submission of mandatory documents	July 07, 2025, 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.	May 6, 2025	Annex II

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

## 2. UNDERGRADUATE PROGRAMS IN BUSINESS ADMINISTRATION

### 2.1 LOCATION OF CLASSES

The classes of all courses offered in the Undergraduate Program in Business Administration take place at Fundação Getulio Vargas facilities at Avenida Nove de Julho, 2029/ Rua Itapeva, 432 and Rua Professor Picarolo, 63, both in the city of São Paulo, State of São Paulo.

### 2.2 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.

### 2.3 NUMBER OF ADMISSIONS

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

PROGRAM	NUMBER OF ADMISSIONS									
	UNIV. ENTR. EXAM		ENEM	IB (DP)	ABITUR	BAC	SAT	TOTAL SLOTS	TIME OF CLASSES	NUMBER OF CLASSES
	REGULAR	SOCIAL DEMAND & DIVERSITY								
Business administration	210	10	6	10	2	2	10	250	Full time (morning and afternoon)	6

- Students admitted through the Regular University Entrance Exam, the Social Demand and Diversity University Entrance Exam (Vestibular DSD), and the ENEM may participate in the English-taught program, subject to a language proficiency assessment conducted after enrollment.

- Students admitted through international exams such as IB (DP), ABITUR, BAC, and SAT will be enrolled in the English-taught program. The required documents (item 2.4) must include proof of language proficiency. If the student wishes to enroll in a Portuguese-taught program, they must take an internal language assessment after enrollment.

## 2.4 REQUIRED DOCUMENTS FOR THE ADMISSION PROCESS

### 2.4.1 VALIDATION OF APPLICATIONS

Applications based on the university entrance exam (vestibular), the Brazilian National High School Exam (ENEM), or international entrance exams (IB(DP)/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 “<https://vestibular.fgv.br/en/courses/sao-paulo/business-administration> > TRACK YOUR APPLICATION. The documents are:

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

- High School Diploma or equivalent (in PDF format) (item 2.4.2);
- Results from one of the international entrance exams IB/ABITUR/BAC/SAT.
- IB (DP) Exam taken in a language other than English, ABITUR, BAC, SAT: Candidates must submit the results of one of the following English proficiency exams with the respective minimum scores (in PDF format) – Cambridge Advanced (CAE) B; Cambridge Proficiency (CPE) C; IELTS Academic 7.5; TOEFL iBT 100.

### 2.4.2 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 July 2025.

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. (See Annex IV)

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.

## 3. INTERNATIONAL APPLICATION PROCESS: IB, ABITUR, BAC and SAT

### 3.1 CONDITIONS FOR APPLICATION

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 (DP)	ABITUR	BAC	SAT
FGV EAESP	$\geq 32$	$\leq 2,3$	$\geq 14$	$\geq 1.300$
<b>Minimum scores:</b>	Mathematics SL (AA ou AI) $\geq 6.0$ HL (AA ou AI) $\geq 4.0$		Spécialité Mathématiques $\geq 14$	R&W $\geq 650$ Mathematics $\geq 650$

- Candidates must upload the Official Examination Certificate in “PDF” format by the deadline stipulated in the Application Schedule (item 2.5).

- IB (DP) Exam: Candidates taking the exam in May must designate FGV as one of their institutions of interest so that we can directly access the Official Certificate from the International Baccalaureate (IB).
- IB (DP) Exam taken in a language other than English, ABITUR, BAC, SAT: Candidates must submit the results of one of the following English proficiency exams with the respective minimum scores (in PDF format) – Cambridge Advanced (CAE) B; Cambridge Proficiency (CPE) C; IELTS Academic 7.5; TOEFL iBT 100.

## 3.2 INTERNATIONAL EXAMS IB (DP)/ABITUR/BAC/SAT CRITERIA

- IB (DP) – International Baccalaureate Diploma Programme: A minimum score of 32 points, including the bonus points. Candidates must also achieve at least 6.0 in Mathematics Standard Level AA or AI, or 4.0 in Mathematics Higher Level AA or AI.
- ABITUR – The exam that qualifies students for higher education in Germany, with a score of 2.3 or lower (lower scores indicate better results).
- Baccalauréat (BAC) – The exam that qualifies students for higher education in France, with an overall average score of 14 or higher, and 14 or higher in Spécialité Mathématiques.
- SAT (Scholastic Aptitude Test): A total score of 1,300 or higher, with a minimum of 650 in both Reading and Writing and Mathematics.
- Candidates who have taken the SAT, ABITUR, BAC, or IB program in languages other than English must provide proof of English proficiency: TOEFL iBT: 100 points, IELTS Academic: 7.5, Cambridge Advanced (CAE): Grade B, Cambridge Proficiency (CPE): Grade C.

### 3.2.1 Final Result

The selection process for International Exams IB (DP)/ABITUR/BAC/SAT consists of a single phase:

- Candidates who fail to submit their exam results or who do not meet the minimum required score (item 3.2) will be disqualified.
- Candidates will be ranked in descending order based on their final average score (International Exam Score), and those with the highest scores will be selected until all available spots (item 1.4) are filled. These candidates will be considered APPROVED and called for enrollment (item 7).
- Candidates who do not provide proof of English language proficiency (item 2.4.1.c) will be disqualified.

## 3.3 INTERNATIONAL APPLICATION PROCESS FINAL RESULT

- The lists of approved candidates in the International Selection Processes will be published on the selection process website and a printed version will be made available at the School ([vestibular.fgv.br](http://vestibular.fgv.br)) on the date established in the Official Schedule (item 5.1).
- Candidates will have individual online access to their ranking at [vestibular.fgv.br](http://vestibular.fgv.br) > Course > Results link.

## 4 REMAINING SLOTS

- It is the candidate's sole responsibility to check the final results and verify their approval in any of the admission processes covered by this notice, as well as to follow the enrollment call announcements, waitlist movements, and all relevant updates. Candidates will have individual online access to their average scores and ranking.
- If slots for the ENEM admission process are not filled by July 11, 2025, they will be allocated to candidates APPROVED in the Regular University Entrance Exam Selection Process.
- If slots for the International Admission Process (IB (DP)/ABITUR/BAC/SAT) are not filled by July 28, 2025, they will be allocated to candidates APPROVED in the Regular University Entrance Exam Selection Process.
- Considering that academic activities for new students will begin on August 11, 2025, FGV reserves the right to stop making additional calls after August 15, 2025. As a result, some vacancies in the Regular University Entrance Exam Process may remain unfilled.

## 5. TIMELINE: TESTS, RESULTS AND ENROLLMENT

### 5.1 Admission Process – International Exams IB(DP)/ABITUR/BAC/SAT

PHASES		DATES	LOCATION
Final results		July 14, 2025, from 6:00 PM	<a href="http://vestibular.fgv.br">vestibular.fgv.br</a>
Scholarship Application and Document Upload (Scholarship System)		from July 14, 2025 6:00 PM to July 15, 2025 6:00 PM	<a href="http://vestibular.fgv.br">vestibular.fgv.br</a> (Scholarship System)
Scholarship Application Results		July 22, 2025	<a href="http://vestibular.fgv.br">vestibular.fgv.br</a>
Signature of Scholarship Contracts		from July 22, 2025 to July 23, 2025 9.00 AM	<a href="http://vestibular.fgv.br">vestibular.fgv.br</a> (Scholarship System)
Enrollment process	Step 1: Online Enrollment – upload of documents	from July 24, 2025 10:00 AM to July 28, 2025 6:00 PM	<a href="http://vestibular.fgv.br">vestibular.fgv.br</a>
	Step 2: Digital signature of documents	by July 29, 2025	Applicant's e-mail
	Step 3: Other documents – FGV's platform Aluno Online	Calendar available from the FGV EAESP's communication channels	<a href="http://aol.fgv.br">aol.fgv.br</a>
Deadline to withdraw from the program		August 05, 2025	FGV SRA-SP (Online)
Beginning of the academic semester		August 11, 2025	FGV-SP

## 6. 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

## 7. FORMALIZING THE AFFILIATION WITH FGV

### 7.1 GENERAL INFORMATION ABOUT ENROLLMENT

- a. Announcements and public communication with successful applicants will be made through the website of the admission process <https://vestibular.fgv.br/en/courses/sao-paulo/business-administration> > 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.

### 7.2 STEP 1: Online Enrollment

The Online Enrollment must be initiated after FGV SRA approves the 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 ;</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. National Migration Registration Card – CRNM; if the candidate has it;</li> <li>c. Passport;</li> <li>d. Student visa;</li> <li>e. Insurance policy for a minimum amount of EUR30,000 or USD42,000, including posthumous transfer to the country of origin;</li> <li>f. High School Diploma;</li> <li>g. Medical statement: Persons with Disabilities – (Annex I).</li> </ul>

### 7.3 STEP 2: DIGITAL SIGNATURE OF DOCUMENTS

The applicant must digitally sign the following documents sent by FGV through e-mail, after the correct and complete upload of the required documents listed in Items 7.2 step 1.

- 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.

**7.3.1 Digital Signature of Documents:**

- a. The successful applicant must apply their digital signature to the documents described in item 7.3 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 items 7.1 and 7.2 within the deadline established in this Public Notice.

**7.4 STEP 3: OTHER DOCUMENTS – FGV’S PLATFORM “ALUNO ONLINE”**

During the first academic semester, the student must upload the documents below through the platform “Aluno Online” ([aol.fgv.br](http://aol.fgv.br)).

STEP 3: REQUIRED DOCUMENTS –FOR BRAZILIAN APPLICANTS	STEP 3: REQUIRED DOCUMENTS – FOR FOREIGN APPLICANTS
<ul style="list-style-type: none"> <li>a. Birth or marriage certificate, according to marital status;</li> <li>b. High school transcript;</li> <li>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>)</li> <li>d. Military Discharge Certificate or Certificate of Military Service (except for applicants under 16 years old);</li> <li>e. Voter registration card – for people over 18</li> <li>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;</li> <li>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 (<a href="https://concluintes.educacao.sp.gov.br/publica/consultapublica/search">https://concluintes.educacao.sp.gov.br/publica/consultapublica/search</a>)</li> </ul>	<ul style="list-style-type: none"> <li>a. Birth or marriage certificate, according to marital status;</li> <li>b. High school transcript.</li> <li>c. National Migration Registration Card – CRNM;</li> <li>d. CPF</li> <li>e. If high school was completed abroad, the candidate must also provide the Course Equivalence Report issued by the State Education Council and published in the Official Gazette (if this information is included in the CEE report).</li> </ul>

**7.5 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 [vestibular.fgv.br](http://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](http://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.

**7.6 LEAVE OF ABSENCE IN THE FIRST SEMESTER**

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

## 8. GENERAL PROVISIONS

- a. This selection process is valid only for the second academic semester of 2025.
- b. Candidates registered in this process are subject to the rules set forth in this Notice, as well as to Complementary Norms, Official Notices, and other officially published documents, with no possibility of appeal.
- c. It is the candidate's responsibility to stay informed about the dates, locations, and deadlines established in the schedules of this Notice, bearing full responsibility for any consequences arising from failure to observe this information.
- d. Fundação Getulio Vargas is not a signatory of the Student Financing Fund (FIES) or the University for All Program (PROUNI).
- e. At its discretion and subject to the availability of remaining vacancies, FGV may invite APPROVED candidates on the waiting list who did not secure a place in their chosen course to enroll in other courses at different schools within the Institution. Additionally, non-selected candidates may be contacted to learn about other educational opportunities at FGV.
- f. Omitted cases related to the Selection Processes must be submitted to FGV SRA for review and, if necessary, a decision with the support of the Coordination team.
- g. Omitted cases related to the Digital Enrollment stages will be resolved by FGV SRA, where additional information can also be obtained.
- h. The times mentioned in this Notice refer to Brasília official time.
- i. FGV, its Schools, Institutes, faculty, and staff comply with the Personal Data Protection Law (Law No. 13.709/18) (See Annex III).



---

## **ANNEX I - APPLICANTS WITH DISABILITIES**

1. Applicants with disabilities who require specific resources for mobility, attendance of classes, and academic activities 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 II – 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 (see item 1.5).
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 (see item 1.5).
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	
<b>STUDENT:</b>	
LEGAL NAME:	
SOCIAL NAME:	
ID NUMBER:	COURSE:
PHONE:	EMAIL:
<b>LEGAL GUARDIAN:</b>	
PHONE:	EMAIL:
<b>DECLARATION:</b>	
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](mailto: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](mailto: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.