

2019



FGV EAESP

Business Administration

2nd Semester

VESTIBULAR  **FGV**

ADMISSION PROCESS FOR FOREIGN CANDIDATES

INTERNATIONAL SELECTION PROCESSES
FUNDAÇÃO GETULIO VARGAS SAO PAULO SCHOOL OF BUSINESS ADMINISTRATION
SELECTION PROCESS PUBLIC NOTICE – 2/2019
VACANCIES OFFERED

The vacancies for the international processes of the Undergraduate Course in Administration of FGV EAESP offered for the second semester of the academic year 2019 are distributed as shown in the table below:

TRAINING LINE	SEMESTER	INTERNATIONAL			
		IB	ABITUR	BAC	OTHER EXAMS
Business Administration – DAY	2 nd	4	2	2	2
Business Administration – NIGHT	2 nd	2	1	1	1

REGISTRATION

To apply for the vacancies of the Undergraduate Course in Administration of FGV EAESP, the applicant should indicate an option between:

- A single course option: Day period or Night period, or
- Two course options: Day and Night periods, prioritized as first (1st) option and second (2nd) option.

Please note:

- If the applicant's option is to simultaneously participate in two (2) or three (3) selection processes for the Undergraduate Course in Administration of FGV EAESP, among the National Vestibular (Entrance Exam), National ENEM (National Secondary Education Exam) and the International IB/ABITUR/BAC Selection Processes, the applicant will be required to fill out the two or three registration forms and pay the respective fees, and the same course options must be maintained – first (1st) option and second (2nd) option (if indicated) – in all registrations.
- The registration options will be set on the first access. The choice of options can be changed until **30/05/2019**. The change will apply to all the Selection Processes in which the applicant is participating.
- If the applicant's option is to participate in the International Selection Process Other Exams, the applicant will not be able to participate in the National Vestibular, National ENEM or International IB/ABITUR/BAC Selection Processes.

REGISTRATION PAYMENT

- The payment of the registration must be made by BOLETO BANCÁRIO (bank payment slip) or CREDIT CARD by its due date. Other forms of payment (TED, DOC, DEPOSIT, etc.) or settlement after due date will not be accepted.
- The registration fee for the International IB/ABITUR/BAC and International Other Exams Selection Processes will be
 - R\$ 25.00 (twenty-five reais), for payments made between 18/03/2019 and 05/04/2019, until 6:00 p.m., or
 - R\$ 50.00 (fifty reais), for payments made after 6:00 p.m. on 05/04/2019 until 30/05/2019, at 6:00 p.m.

- The applicant can request the cancellation of his/her participation in the selection process and the return of the registration fee in up to 7 (seven) calendar days, counted from the date of payment. After this term, restitution of the values paid will not occur.

REGISTRATION CONFIRMATION

- Registration will only be confirmed after payment of the registration fee, and the applicant must certify this fact on the website www.fgv.br/processoseletivo > select the Selective Process on the Visão Geral menu, on the link Acompanhe sua Inscrição, from two (2) business days after the date of payment.
- Only applicants who make the payment or payments within the established deadline will be able to participate in the Selection Process or Processes. Payments beyond the registration deadline, payments with amounts different from the stipulated or non-payment of the registration fee, will exclude the applicant from the said Process or Processes, irrespective of the certification obtained on the website, which only certifies the credit received by FGV, not confirming the registration made outside the rules stipulated in this Public Notice and the Applicant's Manual.

INTERNATIONAL IB/ABITUR/BAC SELECTION PROCESS

- In order to participate in the International IB/ABITUR/BAC Selection Process, the interested parties must:
 - a) Make their registration in the period from 18/03/2019 to 30/05/2019, until 6:00 p.m., exclusively through the Internet, at www.fgv.br/processoseletivo > São Paulo > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Internacional).
 - b) Only Brazilian or foreign applicants who have achieved results higher than the ones specified below, obtained in the last 24 months, may apply for the vacancies reserved for the International IB/ABITUR/BAC Selection Process.
 - **IBDP (IB)** – International Baccalaureate Diploma Programme, having obtained a score equal to or greater than 34 points, considering, the bonus score, inclusive;
 - **ABITUR** – an exam that qualifies the student to enter Higher Education in Germany, having obtained a grade of 2.3 or lower (the lower the grade, the better the applicant's score);
 - **Baccalauréat (BAC)** – an exam that qualifies the student to enter Higher Education in France, having obtained a grade equal or superior to 15 in any of the modes among: L (literary studies), ES (economic and social studies), or S (scientific studies).
- In the case of foreign applicants, the regular immigration status in Brazil, which includes obtaining the visa and updating the foreign registration, will be the responsibility of the student, being indispensable for enrollment and, subsequently, renewal of the enrollment in each beginning of school term.

DOCUMENTATION REQUIRED

- To participate in the International IB/ABITUR/BAC Selection Process, applicants must submit the following documents until **07/06/2019**, exclusively through the Internet in the Registration Form:
 - **Motivation letter:** the applicant should draft a text in English or Portuguese in which he/she presents the reasons for which he/she is interested in attending the Administration program at FGV EAESP. The text may include information about the applicant's career, his/her interests in terms of subjects and fields of knowledge, the type of work he/she intends to perform and social impact that he/she wishes to have with

the future profession, provided that such information contributes to FGV EAESP. The text should contain the applicant's full name and registration number and be submitted in the format .doc, .docx or .pdf, with the following format: Times New Roman (font size 12), single line spacing, normal margin (upper: 2.5 cm; bottom: 2.5 cm; left: 3.0 cm; right: 3.0 cm), with at least 30 and at most 100 lines.

The Motivation Letter will serve as a subsidy to Phase Two of the Selection Process – Oral Exam and will be verified through an anti-plagiarism software program. If plagiarism is verified in the documents, the applicant will be eliminated from the selection process. Any copy or mere adaptation of excerpts from other sources without proper quotation will be considered plagiarism. The original author/source should be duly cited in the text.

- Proof of completion of Secondary Education (High School) with one of the following documents (in PDF format):
 - Copy of the Certificate of Completion of Secondary Education or equivalent (if the issuance of the Certificate of Completion of Secondary Education occurs after the period of enrollment in the Selection Process, a Declaration of Completion of Secondary Education, issued by the institution attended by the applicant, will be accepted.
 - Estimated completion of Secondary Education or Letter/Declaration, on school letterhead stamped with the signature of the dean or his/her legal substitute, stating that the applicant will be completing the final year of Secondary Education by June 2019.
 - If the completion of Secondary Education is not proven within the above period, the applicant will not be able to participate in the Second Phase of the International IB/ABITUR/BAC Selection Process.
- Subsequently, the results of the IB, ABITUR and BAC exams should be received by FGV:
 - In the case of IB, the applicants must submit the result (simple copy of the official document), by 6:00 p.m. on 10/07/2019.
 - In the case of BAC and ABITUR, applicants must submit the result (simple copy of the official document) until 07/06/2019.
- In the event that the applicant fail not attach the results of the BAC, IB or ABITUR exam by the deadline stipulated above, he/she will be eliminated from the Selection Process.
- Submission of documents will take place through the website www.fgv.br/processoseletivo > São Paulo > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Internacional). At the last registration screen, the applicant will find the item “Anexar Documentos” or the “Acompanhe sua Inscrição” link.
- FGV will not be held responsible for failure to receive the results of IB/ABITUR/BAC exams.
- In case of approval in the International IB/ABITUR/BAC Selection Process, the originals of all documentation submitted digitally by the applicant must be presented at the time of enrollment. Upon completion of enrollment, the original documents will be returned to the applicant.

INTERNATIONAL IB/ABITUR/BAC SELECTION PROCESS STEPS AND CRITERIA

- The International IB/ABITUR/BAC Selection Process will be composed of two phases.

PHASE ONE – TOP GRADES ON THE IB/ABITUR/BAC EXAMS

- Applicants who failed to submit the exam results will be eliminated.

- Applicant who failed to submit the documentation will be eliminated.
- The following will be approved for Phase Two (Oral Exam):
 - Up to eighteen (18) applicants who have enrolled in the Selection Process with the option of the IB result, classified with the best grades according to the score obtained in IB;
 - Up to nine (9) applicants who enrolled in the Selection Process with the option of the ABITUR result, classified with the best grades according to the score obtained in ABITUR;
 - Up to nine (9) applicants who enrolled in the Selection Process with the option of the BAC result, classified with the best grades according to the score obtained in BAC;
- The announcement of the applicants approved for the Second Phase of the International IB/ABITUR/BAC Selection Process will take place by **12/07/2019**.
- Applicants who participate in the Vestibular, ENEM and IB/ABITUR/BAC Selection Processes, if called for Phase Two in more than one Selection Process, will perform the Oral Exam only once, obligatorily, in the process in which they have been convened to conduct the Exam, and the performance in this Oral Exam will be valid for all the Selection Processes in which the applicants have been convened for Phase Two. For this reason, the IB/ABITUR/BAC Selection Process list may contain more than the thirty-two (32) applicants invited to take the Oral Exam. Applicants who do not take the Oral Exam on the date of their first call will have a performance equal to zero at this stage, and in no case will they be able to perform the Oral Exam regarding the Vestibular and/or International IB/ABITUR/BAC Selection Processes.

PHASE TWO – Oral Exam

- Phase Two – Oral Exam will be held in person only in Sao Paulo or, optionally, remotely, via the Web, only for applicants whose home addresses are not located in the State of Sao Paulo, Brazil. The Oral Exam via Web will take place through the Skype application, necessarily in an audio and video conference.
- The Oral Exam, whether it is performed on a face-to-face basis or remotely, will take place on **16/07/2019** and will be previously scheduled by the coordinator of the selection process, at a date and time to be informed individually to each applicant convened. For the face-to-face or remote Oral Exam, no rescheduling of the date and time will be allowed under no circumstances.

PHASE TWO EVALUATION – ORAL EXAM

- The grades assigned by the Examining Board are processed, and they will subsequent be converted into a single GROSS GRADE, ranging from zero (0) to ten (10).
- Applicants in the following circumstances of Phase Two – Oral Exam will be eliminated:
 - Absent on the date and time indicated for the Oral Exam.
 - Obtaining a GROSS GRADE of less than three (3.0) in the Oral Exam.
- The STATISTICAL STANDARDIZATION of the GROSS GRADE of the Oral Exam obtained by the applicant will be applied, considering the examining board and the date of the Oral Exam, according to the formula below:
 - $N_{Pi} = 5 + [(N_i - M_{yi}) / DP_{yi}]$, in which:
 - N_{Pi} = standardized grade applicant i in the test;
 - N_i = gross grade of applicant i (before standardization) in the test;

- M_{yi} = mean value of the grades of the applicants evaluated in the test by board i on day y , and
- DP_{yi} = standard deviation of the grades in the test among the applicants evaluated by board i on day y .
- The standardized Oral Exam will make up the MEAN GRADE OF PHASE 2 of the IB, BAC or ABITUR Selection Process for each applicant.

INTERNATIONAL IB/ABITUR/BAC SELECTION PROCESS FINAL RESULT EVALUATION

- In the case of applicants who performed IB, the MEAN GRADE OF PHASE 1 will be calculated according to the following formula: $MEAN\ GRADE\ OF\ PHASE\ 1 = [IB\ SCORE] * 10 / 45$
- In the case of applicants who performed ABITUR, the MEAN GRADE OF PHASE 1 will be calculated according to the following formula: $MEAN\ GRADE\ OF\ PHASE\ 1 = (6 - [ABITUR\ SCORE]) * 10 / 5$
- In the case of applicants who performed BAC, the MEAN GRADE OF PHASE 1 will be calculated according to the following formula: $MEAN\ GRADE\ OF\ THE\ PHASE\ 1 = [BAC\ SCORE] * 10 / 20$
- The FINAL MEAN GRADE will be calculated by assigning the weight seven (7) to the Grade of Phase 1 and a weight three (3) to the STANDARDIZED GRADE OF PHASE 2 (Oral Exam) and dividing the sum of these two components by ten (10), according to the following formula: $FINAL\ MEAN\ GRADE = (7 * [MEAN\ GRADE\ OF\ PHASE\ 1] + 3 * [STANDARDIZED\ GRADE\ OF\ PHASE\ 2]) / 10$
- The applicants are listed in descending order, considering the FINAL MEAN GRADE obtained, with the following being selected:
 - The six (6) best-performing applicants among those who performed IB, who will be APPROVED with four (4) for the Day period and two (2) for the Night period.
 - The three (3) best-performing applicants among those who performed ABITUR, who will be APPROVED with two (2) for the Day period and one (1) for the Night period.
 - The three (3) best-performing applicants among those who performed BAC, who will be APPROVED with two (2) for the Day period and one (1) for the Night period.
- In the case of a tie, the applicant with the highest standardized grades in the Second Phase will be preferred. In the event that the tie remains, preference will be given to the older applicant.
- The remaining applicants will constitute one (1) wait list, referring to IB, ABITUR, and BAC. They may eventually be called for enrollment in the event of withdrawals.
- The filling of the vacancies is always done respecting the order of classification by the FINAL MEAN GRADE obtained in the International IB/ABITUR/BAC Selection Process and the first (1st) option declared in the enrollment, valid only for the semester to which the Selection Process refers. At a certain point, it may be the case that the ninth applicant is called for enrollment in his/her second (2nd) option, because all of his/her first (1st) job openings have already been filled. In this case, the summoned applicant may:
 - a) Exercise, if indicated, his/her second (2nd) option and wait for the possibility of being referred to the first (1st) option,
 - b) Exercise, if indicated, his/her second (2nd) option and withdraw from the vacancy in the first (1st) option,
 - c) To express his/her interest only for the vacancy in the first (1st) option, by accessing the website www.fgv.br/processoseletivo > São Paulo > Gduação > Administração > Período de Ingresso (select 2^o semestre) > Modalidade (select Internacional), Resultados menu, on the link Acompanhe o Resultado and checking his/her grades on the link Pré-matrícula. By withdrawing from the second (2nd) option, the applicant will wait solely for a possible call in his/her first (1st) option.

- Important: The decision among the three (3) alternatives above will be valid immediately for the other selection processes in which the applicant is participating.
- In no case will the grades received in the test for one of FGV's courses be used for classification in any other course, as, in order to be eligible for a vacancy, the applicant must take the required test of the intended course.

INTERNATIONAL IB/ABITUR/BAC SELECTION PROCESS FINAL RESULT DISCLOSURE AND ENROLLMENT

- The final result of the International IB/ABITUR/BAC Selection Process will be announced on **19/07/2019**, after 6:00 p.m., at www.fgv.br/processoseletivo > São Paulo > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select International), in the Resultados menu.
- FGV EAESP reserves the right not to fill all vacancies reserved for the International IB/ABITUR/BAC Selection Process.
- There will be no review or hearing of the Oral Exam in any case, and no documents related to the Oral Exam will be provided.

INTERNATIONAL OTHER EXAMS SELECTION PROCESS

- In order to participate in the International Other Exams Selection Process, the interested parties must:
 - a) Make their registration in the period from **18/03/2019 to 30/05/2019**, until 6:00 p.m., exclusively through the Internet, at www.fgv.br/processoseletivo > São Paulo > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Internacional).
 - b) Only the following applicants may apply to the vacancies reserved for the International Other Exams Selection Process:
 - I- Foreign nationals or Brazilian nationals with a dual nationality;
 - II- Applicants who completed the last four (4) years of compulsory education in institutions located outside Brazil;
 - III- Applicants who not have a university degree.
 - c) The regular immigration status in Brazil, which includes obtaining the visa and updating the foreign registration, will be the responsibility of the student, being indispensable for enrollment and, subsequently, renewal of the enrollment in each beginning of school term.

DOCUMENTATION REQUIRED

- To participate in the International Other Exams Selection Process, applicants must submit the following documents until **07/06/2019**, exclusively through the Internet in the Registration Form:
 - Two (2) Letters of Recommendation, with identification and signature of the authors, in addition to a description of their occupations (in PDF format);
 - Motivation letter: the applicant should draft a text in which he/she presents the reasons for which he/she is interested in attending the Administration program at FGV EAESP. The text may include information about the applicant's career, his/her interests in terms of subjects and fields of knowledge, the type of work he/she intends to perform and social impact that he/she wishes to have with the future profession, provided that such information contributes to FGV EAESP. The text should contain the applicant's full name and registration number and be submitted in the format .doc, .docx or .pdf, with the following format: Times New Roman

(font size 12), single line spacing, normal margin (upper: 2.5 cm; bottom: 2.5 cm; left: 3.0 cm; right: 3.0 cm), with at least 30 and at most 100 lines.

- The Motivation Letter will be verified through anti-plagiarism software program. If plagiarism is verified in the document, the applicant will be eliminated from the selection process. Any copy or mere adaptation of excerpts from other sources without proper quotation will be considered plagiarism. The original author/source should be duly cited in the text.
- The Letter of Recommendation and Motivation Letter should be submitted in English, Spanish, or Portuguese.
- Scanned copy of the Secondary Education Transcript with the list of subjects attended and grades obtained in all Secondary Education grades (in PDF format);
- Certificate of proficiency examination in Secondary Education knowledge (in PDF format), such as:
 - SAT Reasoning Test (United States of America);
 - ACT – American College Testing (United States of America);
 - Ciclo Básico Común (Argentina);
 - Prueba de Selección Universitaria (Chile);
 - EXANI-II Admisión (Mexico);
 - Other similar exams.
- If there is no similar examination in the country where the applicant studied, only the secondary education transcript will be analyzed.
- Scanned copy of a letter of declaration stating the non-existence of a higher education diploma, signed by the applicant (in PDF format);
- Scanned copy of the Certificate of Completion of the Secondary Education course outside Brazil by the applicant (in PDF format);
 - If there is no Certificate of Completion of Secondary Education in the country where the applicant studied, it can be replaced by a Declaration of Completion issued by the institution at which the applicant studied;
 - If the issuance of the Certificate of Completion of Secondary Education occurs after the period of enrollment in the Selection Process, a Declaration of Completion of Secondary Education, issued by the institution attended by the applicant, will be accepted;
- Scanned copy of the identity document of the applicant and his/her parents (in PDF format);
 - In the absence of an identity card, a scanned copy of the passport, birth certificate or other official document in which the holder's filiation, place and date of birth are mentioned must be submitted.
- In case of approval in the International Other Exams Selection Process, the originals of all documentation submitted digitally by the applicant, except documents of the parents, must be presented at the time of enrollment and will be returned at the end of the enrollment process.

INTERNATIONAL OTHER EXAMS SELECTION PROCESS STEPS AND CRITERIA

- The selection process, conducted by the International Other Exams Selection Process Committee, will be composed of two phases:
 - Phase One – Document Analysis
 - Phase Two- Oral Exam

PHASE ONE

- Applicants who fail to meet the requirements presented or who fail to submit all the required documentation will be automatically disqualified.
- The academic performance of the applicants will be analyzed based on the Secondary Education proficiency exam and Secondary Education transcript.
- The sociocultural profile of the applicants will be analyzed based on the two (2) Letters of Recommendation and the Motivation Letter.
- The best-evaluated applicants in academic performance and the sociocultural profile will be selected for Phase Two.
- FGV may approve in Phase One a number of applicants less than the three (3) vacancies established in this international selection process.

PHASE TWO

- The Oral Exam, conducted on a face-to-face basis or via the Web, will be held by **16/07/2019**, being previously scheduled at a date and time individually informed to the applicants called.

INTERNATIONAL OTHER EXAMS SELECTION PROCESS RESULT EVALUATION

- FGV will carry out the evaluation of the applicants based on the performance in the two (2) phases.
- The applicants will be listed in descending order, considering the performance in the two phases, and the three (3) best-performing applicants will be selected and will be APPROVED with two (2) for the Day period and one (1) for the Night period.
- Applicants classified from the fourth (4th) to the tenth (10th) position will be included on the WAIT LIST and may eventually be called for enrollment in the event of withdrawals.
- In the case of a tie, preference will be given to the oldest applicant.
- The filling of the vacancies is always done respecting the order of classification by the FINAL MEAN GRADE obtained in the International Other Exams Selection Process and the first (1st) option declared in the enrollment, valid only for the semester to which the Selection Process refers. At a certain point, it may be the case that the ninth applicant is called for enrollment in his/her second (2nd) option, because all of his/her first (1st) job openings have already been filled. In this case, the summoned applicant may:
 - Exercise, if indicated, his/her second (2nd) option and wait for the possibility of being referred to the first (1st) option, or
 - To express his/her interest only for the vacancy in the first (1st) option, by accessing the website www.fgv.br/processoseletivo > São Paulo > Gduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Internacional), Resultados , menu, on the link Acompanhe Resultado and checking his/her grades on the link Pré-matrícula. By withdrawing from the second (2nd) option, the applicant will wait solely for a possible call in his/her first (1st) option.

INTERNATIONAL OTHER EXAMS SELECTION PROCESS RESULT DISCLOSURE AND ENROLLMENT

- a) The List of applicants approved in the International Other Exams Selection Process will be announced by 19/07/2019 and will be published at www.fgv.br/processoseletivo > São Paulo > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Internacional), in the Resultados menu.
- In the event of vacancies reserved for the International Other Exams Selection Process are not filled until 24/07/2019, these vacancies will be filled by applicants approved in the National Vestibular Selection Process.
 - FGV EAESP reserves the right not to fill all vacancies reserved for the International Other Exams Selection Process.
- b) Registration will be carried out according to the schedule available in the Applicant's Manual. At the time of enrollment, the applicant must follow all criteria and present the documents that appear in the item REQUIRED DOCUMENTATION FOR ACCEPTANCE OF THE REGISTRATION, included in this Public Notice and in the Applicant's Manual.
- Only applicants who present all the required documentation, including the Certificate of Completion of Secondary Education, or equivalent, including the original School Transcript, in two copies, may be enrolled, it being notified that failure to submit the Proof of Secondary Education or equivalent will render null and void, for all purposes, his/her classification in the process.

EFFECTIVENESS OF THE RELATIONSHIP WITH FGV

GENERAL REGISTRATION INFORMATION

- a) All announcements of lists and calls will be made on the website www.fgv.br/processoseletivo, in the Resultados menu, on the page of the respective Selection Process.
- b) Access to this website will be provided using the registration number and respective password, received by email after completion of the Selection Process registration.
- c) It is the responsibility of the applicant to follow the call dates for the Enrollment, as published in this Public Notice and in the Applicant's Manual. His/her absence on the date indicated will result in the loss of the right to the vacancy for which he/she was called.
- d) The approved applicant may only enroll for the semester to which the Selection Process refers, there being no vacancy reserve for subsequent semesters.
- e) No conditional enrollment will be available. If there is any impediment on the date scheduled for the Enrollment, the applicant will lose the right to his/her vacancy.
- f) More detailed information on enrollment will be available in the result disclosures.
- g) The applicant already enrolled due to the approval in the National Vestibular Selection Process and who is called for enrollment due to approval in the National ENEM Selection Process will be required appear before the Department of Academic Registry of FGV SRA, if he/she is interested in changing the form of entry into the course. In the event of this manifestation of interest, the applicant will have the enrollment by the Vestibular Selection Process canceled and will have the entry formalized by the ENEM Selection Process, opening the vacancy for the next applicant on the wait list of the Vestibular Selection Process.

h) The applicant who has enrolled and exercised his/her first (1st) option will waive his/her call in all other processes that are competing for the Undergraduate Course in Administration of the Sao Paulo School of Business Administration – FGV EAESP.

DYNAMICS OF THE CALL AND ENROLLMENT PROCESS

a) In the National Vestibular, National ENEM and International IB/ABITUR/BAC Selection Processes, the call for enrollment will follow the applicant's classification in the Tests referred to in this Public Notice and in the Applicant's Manual, according to their Final Mean Grade.

b) In the International Other Exams Selection Process, the call for enrollment will follow the applicant's classification at the end of the two phases referred to in this Public Notice and in the Applicant's Manual, according to his/her performance.

c) From the date of the announcement of the Calling List for the first (1st) Call of the National Vestibular Selection Process, the National ENEM Selection Process and the International IB/ABITUR/BAC Selection Process, the remaining applicants from the respective Wait Lists must fill the Electronic Form of Declaration of Interest by Vacancy on the website.

– The period for filling in the electronic Form of Declaration of Interest by Vacancy for applicants of the National Vestibular and ENEM and International IB/ABITUR/BAC Selection Process is available in the Applicant's Manual.

d) In the National Vestibular, National ENEM and International IB/ABITUR/BAC Selection Process, the Declaration of Interest by Vacancy must be made exclusively through the website, and the applicant who fails to do so within the established period will be excluded from the Selection Process.

e) In the National Vestibular, National ENEM and International IB/ABITUR/BAC Selection Processes, if there are vacancies remaining, the applicants who have completed the Declaration of Interest by Vacancy will be called from among those who have obtained the best overall classification.

f) The call will be made via the website www.fgv.br/processoseletivo, on the link Acompanhe o Resultado e Verifique suas Notas, on the page of the respective process to which the interested party will have access, using the registration number and the respective password received by email, after performing the registration in the Selection Process.

WITHDRAWAL

a) In the National Vestibular, National ENEM, International IB/ABITUR/BAC Selection Process and International Other Exams, students who submit the Application for Vacancy Withdrawal in the Course up to the date specified in the Applicant's Manual, regarding the respective selection processes, will have the amounts paid returned, with withholding of 20% of the amount of the first half-year tuition fee, in consideration of the administrative costs incurred.

b) In the National Vestibular, National ENEM, International IB/ABITUR/BAC and International Other Exams Selection Processes, students who file the Vacancy Withdrawal Requirements after the date set out in the Applicant's Manual, regarding the respective selection processes, will be required to pay the full half-year tuition fees up to the month in which such requests occur, on a pro rata basis for days run and, in full, by other fees prior to that month, if they have not been not paid, plus a fine of 2% and interest of 0.033% per day.

FORMALIZATION OF THE RELATIONSHIP WITH FGV – FACE-TO-FACE ENROLLMENT

- a) Applicants approved in the Selection Process, as soon as they are called for the Enrolled, must access the website www.fgv.br/processoseletivo (page of the respective process, in the Resultados menu, on the link Acompanhe o Resultado e Verifique suas Notas > Clique aqui), to start their PRE-ENROLLMENT process (using his/her registration number and password received by email), update and supplement his/her data, attach the scanned documents, schedule the time, and submit the required forms (Terms of Adhesion, Banking Clearing Form, and others) for the formalization of the Face-to-Face Enrollment.
- b) At the same address of the website www.fgv.br/processoseletivo, the Contract for the Provision of Educational Services and Other Agreements, as well as the internal rules of the School and the Course, will be available during the period of disclosure of the Process Results. These documents should be read and analyzed by the applicant and his/her legal counsel, where applicable.
- c) Applicants called must formalize their relationship with FGV by signing the relevant Terms of Adhesion to the Contract for the Provision of Educational Services and Other Agreements.
- d) In the event that the applicant called is not eighteen (18) years of age as of the date of signing the Terms of Adhesion to the Contract for the Provision of Educational Services and Other Agreements, he/she must be assisted by his/her legal counsel or guardian. In this case, both the applicant and his/her legal counsel or guardian must sign said Terms of Adhesion to the Contract.
- e) Enrollment and signing of the Terms of Adhesion to the Contract by proxy will be accepted, according to the template established by the School (www.fgv.br/processoseletivo, on the page of the respective process, in the Resultados menu, on the link Acompanhe o Resultado e Verifique suas Notas > Clique aqui para iniciar seu processo de PRÉ-MATRÍCULA). The applicant will be later identified through his/her fingerprint, and if there is disparity in the identification, the Enrollment will be canceled.
- f) The effectiveness of the relationship with FGV will be achieved through the acceptance of the Enrollment, signing of the Terms of Adhesion to the Contract for the Provision of Services and Other Agreements, payment of the payment slip, and the fulfillment of all the requirements established in this Public Notice and in the Applicant's Manual.
- g) Applicants who fail to sign the Terms of Adhesion to the Contract will not have a relationship with FGV formalized and will not be able to attend the Undergraduate Course in Administration.
- h) The validity term of the Contract for the Provision of Educational Services and Other Agreements is one (1) semester, its automatic renewal being subject to compliance with the academic and financial requirements indicated in the internal regulations.

REQUIRED DOCUMENTATION FOR ACCEPTANCE OF THE REGISTRATION

On the page of the respective process, in the Resultados menu, on the link Acompanhe o Resultado e Verifique suas Notas link (using the registration number and password received by email after registration) > Clique aqui para iniciar seu processo de PRÉ- MATRÍCULA:

- To perform the pre-enrollment online, the applicant or his/her legal counsel must **scan and attach** the documents listed in items **1 and 2** below:

1. Personal Documents:

- a. Birth or Marriage certificate;
- b. Identity Document (RG);
- c. CPF – Individual Taxpayer Registry;
- d. Voter ID and electoral discharge certificate (for persons over 18 years of age);
- e. Military Certificate, if male, for persons over 18 years of age;
- f. Certificate of Completion of Secondary Education or equivalent (1), obtained by regular or adult education route (2) or Certificate of Completion of Secondary School by ENEM (3);
- g. Secondary Education Transcript.

2. If the applicant is a foreign national, he/she must present the following documents:

- a. Passport with permanent visa or temporary visa for students in regular standing with respect to the period of validity (for foreign applicants);
- b. RNE – National Foreign National Registry (for foreign applicants);
- c. Certificate of Completion of Secondary Education or equivalent (1) and Declaration of Equivalence of Studies Abroad, issued by the Board of Education of the State Department of Education;
- d. CPF – Individual Taxpayer Registry;
- e. Birth or marriage certificate.

- At the time of the face-to-face enrollment, the applicant or his/her legal counsel must submit the documents and forms issued on the Internet (www.fgv.br/processoseletivo), and listed below, and present the originals of the scanned documents for authenticity verification.

- a. A 3x4 recent photo, color;
- b. Terms of adhesion to the Contract for the Provision of Services and other Agreements, in three (3) copies;
- c. Boleto Bancário (bank payment slip) – paid (the bank clearing form should be paid by the Enrollment date);
- d. Registration Form – One (1) copy.
- e. Foreign applicants must also provide an insurance policy with a minimum amount of thirty thousand euro (EUR 30,000) or forty-two thousand U.S. dollars (\$ 42,000), valid for the period of the chosen course and, including posthumous transfer to the country of origin.

(1) Secondary studies attended abroad

- In order to prove completion of Secondary Education, the Brazilian or foreign applicant who has completed the corresponding studies abroad must deliver, on the date scheduled for the Enrollment, the Declaration of Equivalence of Studies Abroad. This document must be obtained, in advance, at the Board of Education of the State Department of Education.
- If the applicant has completed the third (3rd) year of Secondary Education abroad, he/she must submit the Declaration of Equivalence of Studies Abroad and the School Transcript for the first (1st) and second (2nd) attended in Brazil.
- If the applicant has completed the first (1st) and second (2nd) year of secondary education abroad, he/she must submit the School Transcript with comments on EEC Deliberation 21/2001.

(2) Completion of Secondary School by Adult Education

- In order to prove completion of the Secondary Education obtained by Adult Education, in accordance with Article 38 of Act 9,394/96, the applicant must deliver, on the date scheduled for enrollment, the Certificate of Completion, it being noted that the course completion date should be prior to the date of enrollment.

(3) Certificate of completion of Secondary Education by ENEM

- In order to prove completion of Secondary Education obtained by the certificate of completion by ENEM, in accordance with Ordinance No. 144, of May 24, 2012, the applicant must present the certificate obtained, in accordance with the following guidelines:

Article 1: The certification of completion of Secondary Education and the partial declaration of proficiency based on the National Secondary Education Examination (ENEM) are intended for those over eighteen (18) years of age who did not complete Secondary Education at an appropriate age, including persons deprived of their liberty.

Article 5: It is incumbent on the State Departments of Education and the Federal Institutes of Education, Science and Technology to issue certificates of completion and/or partial declaration of proficiency, when requested by the interested participant, as established in the terms of adherence to the certification process by ENEM.

Click [here](#) to access the full content of Ordinance No. 144, of May 24, 2012.

- All documents and forms to be filled in by the applicant listed in items 1 and 2 are required. Failure to deliver any related document or to pay the bank payment slip up to the day scheduled for enrollment will irrevocably result in the disqualification of the applicant, irrespective of the results obtained in the Selection Process.

OTHER INFORMATION

- Any classified applicant who has participated in the Selection Process based on false information and/or documents or other illegal means will be eliminated at any time, even after enrollment.
- The Undergraduate Course in Administration of FGV EAESP has no link with the FIES (Fund for Higher Education Financing) of the Ministry of Education.
- FGV EAESP did not join PROUNI – Universidade para Todos Program. Nevertheless, the school has a Scholarship Fund that allows students to request reimbursable funding of the tuition fees.
- FGV EAESP reserves the right not to offer classes with at least 30 approved and enrolled students.
- The Undergraduate Course in Business Administration may have subjects taught in English, by FGV EAESP professors or visiting professors.
- Cases not mentioned, in relation to the Selection Processes, will be resolved by the Coordination of Vestibular Exams, at FGV CACR, where additional information can be obtained.
- Cases not mentioned, in relation to the Enrollment, will be resolved by the FGV SRA Department of Academic Records, where additional information can be obtained.
- The times cited in this notice refer to the official Brasilia time.

*ADDRESSES**SAO PAULO SCHOOL OF BUSINESS ADMINISTRATION – FGV EAESP*

Av. Nove de Julho, 2029, CEP 01313-902, Bela Vista, Sao Paulo, SP

Homepage: www.fgv.br/eaesp

CENTRAL DE VESTIBULARES (ENTRANCE EXAM DEPT.) – FGV CACR

Rua Itapeva, 432, CEP 01332-000, Sao Paulo, SP

Telephones: +55 11 3799-7711 (Sao Paulo and Greater Sao Paulo)

0800 770 0423 (other locations)

www.fgv.br/processoseletivo

email: processoseletivo@fgv.br

FGV SRA – Academics Records Office – FGV SP

Av. Nove de Julho, 2029 – 2º andar

email: srafgvsp@fgv.br