

2019

2nd Semester

Business Administration

VESTIBULAR  **FGV**

ADMISSION PROCESS FOR FOREIGN CANDIDATES - RJ

FUNDAÇÃO GETULIO VARGAS
INTERNACIONAL SELECTION PROCESS - REMAINING VACANCIES
BUSINESS ADMINISTRATION DEGREE
2019.2

VACANCIES OFFERED

The vacancies offered for International Selection Processes for the 2nd (second) half of the school year 2019 are distributed as shown in the table below:

COURSE	Vacancies IB	Vacancies ABITUR	Vacancies SAT	Vacancies BAC
Administration	1	1	1	1

SELECTION PROCESS

Applications will be made on the internet, on the website www.fgv.br/processoseletivo, as established in the Schedule (annex I).

The applicants that opt for participating in more than one Selection Process will have to make applications and respective payments for each process.

APPLICATIONS

The completion of the application form is exclusive responsibility of the applicant.

When the application is concluded, the applicant will receive in the indicated email the number of his/her application and password for consultation and follow-up of information related to the selection process. The applicant must register an email for frequent access, considering that the contact with the applicant will occur exclusively through this channel.

Once the application is made, the applicant will be fully respecting the rules and values established in this Edict and in the Applicant Manual, both of them available on the website www.fgv.br/processoseletivo > Rio de Janeiro > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Processo Seletivo), and no later complain or appeal will be admitted.

FGV is not liable for applications not concluded, for technical reasons, failure in operation and communication, network problems, failure/lack of payment or for any other factors that hinder the transmission of data, chiefly on the last day for application.

Application value

International tests:

- a. R\$ 75.00 (seventy five reais) – with discount for payments made until 6:00 p.m. of the term established according to calendar provided in the Schedule (annex I);
- b. R\$150.00 (one hundred and fifty reais) – without discount for payments made until 6:00 p.m. of the established deadline, according to calendar provided in the Schedule (annex I);

The payment for the application must be made with Bank Payment Slip (Boleto Bancário) or Credit Card as provided in the Schedule (annex I)

Other methods of payment will not be accepted (TED, DOC, Deposit, etc.). Payment can't be made after the due date as defined in the document.

The applicant can request the cancellation of his/her participation in the selection process and the return of the application 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.

Application confirmation

The application can only be confirmed in up to 2 (two) business days after the payment of the fee. The applicant can consult the payment confirmation via website www.fgv.br/processoseletivo > Rio de Janeiro > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Processo Seletivo) > menu Visão Geral > link Acompanhe sua Inscrição.

CONDITIONS FOR APPLICATION TO THE INTERNATIONAL SELECTION PROCESS BASED ON THE RESULTS OF TESTS IB, ABITUR, SAT and BAC.

Brazilian and foreign applicants that meet the conditions below can apply to participate in the International Selection Process based on IB, ABITUR, SAT and BAC tests:

- a. Had gone through one of the tests listed below, in any of the two (2) last years' editions and obtained the following score:
- IB (*International Baccalaureate Diploma Programme*): Score equal or superior to 34 (thirty four);
 - ABITUR: Score equal or inferior to 2.3 (two point three);
 - SAT (Scholastic Aptitude Test): Score equal or superior to 1,200 (one thousand and two hundred);
 - BAC (Baccaléarat). Score equal or superior to 10 (ten);

Upon completion of the Application Form, the applicants will have to upload the Certificate of the test made in pdf format.

Illegible, incomplete documents or in format other than the one established will invalidate the application on the candidate in the selected Selection Process.

Verification of Results

The applicant that does not submit, until the term defined in the Schedule (annex I), the results of tests (IB, ABITUR, SAT and/or BAC) will be automatically eliminated from the Selection Process.

Applicants will be classified according to vacancies available in descending order, considering the GRADE shown in the International Test Certificate, as informed upon application to the Selection Process.

For all tests, in case of tie, the older applicant will have preference.

Result of Selection Process

List of applicants approved in the International Selection Process IB, ABITUR, SAT and BAC, will be disclosed on the selection process website, on the date defined in the Schedule (annex I).

The applicants will have individual access, on the internet, of their classification in the Selection Process. Information will be available on the website www.fgv.br/processoseletivo > Rio de Janeiro > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select o Processo Seletivo)> menu Resultados, upon application number and password, sent by email after conclusion of application in the Selection Process.

ENROLLMENT OF THOSE CLASSIFIED

PHASE 1: PRE-ENROLLMENT

Applicants classified until the limit of number of vacancies offered shall mandatorily make the upload of the proof of payment of the 1º (first) school half-yearly installment and the following documents: Certificate of High School Completion or Statement of Course Completion issued less than 6 (six) months before.

If High School was concluded abroad, the applicant shall mandatorily present the Opinion on Course Equivalence issued by the State Education Council and the publication in the Official Gazette (if informed in the document).

The upload of documents shall be made on the selection process page > Menu Resultado > link pré-matrícula, according to specifications below and within the term defined in the Schedule (annex I):

- a. The documents must be digitalized (scanned) and saved in PDF format;
- b. The maximum size allowed for upload of each document is 1.5MB;
- c. Photos of documents will not be accepted;
- d. Dual sided documents, or with more than 1 (one) page must be digitalized in one single file;
- e. Illegible, incomplete documents or outside the above standards will invalidate the pre-enrollment phase and, later, the applicant enrollment.

The non fulfillment of dispositions in this informative within the term defined in the Schedule (annex I) authorizes FGV to call the subsequent applicant in the classification list.

Re-classifications can occur in case of non fulfillment of dispositions or for withdrawal of the applicant.

PHASE 2: UPLOAD OF DOCUMENTS FOR IN-PERSON ENROLLMENT

After homologation, by FGV SRA, of the documents digitalized by the applicant, compliant with the Pre-enrollment phase- 10.1.1 to 10.1.3, the options of upload of documents for the **ENROLLMENT** phase will be made available on the selection process site.

In order to fulfill this phase, the applicant shall:

- a. Attach on the selection process website the whole documentation described in this informative;
- b. All documents are **mandatory**, except for those provided in case of civil minors: voter registration card, Voting Release Certificate and Military Enlistment Certificate;

- c. The upload of documents shall strictly meet the rules set forth in this informative;
- d. The non fulfillment of the above item within the term defined in Schedule (annex I) invalidates the applicant's enrollment process.

PHASE 3: IN-PERSON ENROLLMENT

For Brazilian applicants:

- a. Official Identity Card (Passport will not be accepted);
- b. CPF;
- c. Birth Certificate or Marriage Certificate, according to civil status; (*)
- d. Voter registration card;
- e. Voting Release Certificate – for those above 18 (eighteen) years of age
(<http://www.tse.jus.br/eleitor-e-eleicoes/certidoes/certidao-de-quitacao-eleitoral>);
- f. Proof of being even with Military Obligations, for men above 18 (eighteen) years of age;
- g. 2 (two) ID-size colored photos (recent);
- h. IB, IBTUR, SAT or BAC Report cards – according to entry option;
- i. Certificate of High School Completion. In case it was concluded abroad, the applicant shall present Opinion on Course Equivalence, issued by the State Education Council;
- j. Copy of Publication on the Official Gazette – mandatory for those who concluded in Rio de Janeiro State, from 1985 to 2015 and for those who concluded in São Paulo State from 1980 to 2000;
- k. Copy of Publication in GDAE (Dynamic Management System of School Administration) – mandatory for those who concluded in the State of São Paulo since 2011; (<https://concluintes.educacao.sp.gov.br/publica/consultapublica/search>)

I. The documents listed below must be presented upon enrollment and are available for print on the selection process website ()**

- 2 (two) copies of the Education Services Contract
(applicant approved in 1st position is exempt from presenting contract);
- Bill of pay, settled, referring to the first monthly payment of the course;
- Enrollment form;
- Academic Responsibility Term;
- Declaration of Merit Scholarship, if completed.

(*) In case of change of civil name, identity card, CPF and Voter registration card must be updated according to Certificate in force.

(**) www.fgv.br/processoseletivo > Rio de Janeiro > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Processo Seletivo) link “Acompanhe o Resultado e Verifique suas notas”

For foreign applicants:

- a. Passport;
 - b. Student visa granted by Brazilian consular authority;
 - c. Birth Certificate or Marriage Certificate, according to civil status; (*)
 - d. CPF;
 - e. National Migration Registration- RNM;
 - f. 2 (two) ID-size colored photos (recent);
 - g. Certificate of High School Completion. In case it was concluded abroad, the applicant shall present Opinion on Course Equivalence, issued by the State Education Council;
 - h. IB, IBTUR, SAT or BAC Report cards – according to entry option;
 - i. Requisition of Inclusion of Social Name- optional (annex III);
 - j. Medical Report – Disable persons;
 - k. Insurance policy in minimum amount of € 30,000 (thirty thousand Euros) or US\$ 42,000 (forty two thousand American Dollars);
 - l. The documents listed below must be presented upon enrollment and are available for print on the selection process website (**)
- 2(two) copies of the Education Services Contract (applicant approved in 1st position is exempt from presenting contract);
 - Bill of pay, settled, referring to the first monthly payment of the course;
 - Enrollment form;
 - Academic Responsibility Term;
 - Declaration of Subsistence;
 - Declaration of Merit Scholarship, when completed.

(*)In case of change of civil name, Passport, Student Visa, RNM and Insurance Policy must be updated according to Certificate in force.

(**) www.fgv.br/processoseletivo > Rio de Janeiro > Graduação > Administração > Período de Ingresso (select 2º semestre) > Modalidade (select Processo Seletivo) link “Acompanhe o Resultado e Verifique suas notas”

The applicants must present at FGV SRA the original copies of all documents described below, for purposes of authentication of documents attached on the selection process website, via upload, in Phase 2.

Applicants residing in other States shall follow the phase herein described and send the authenticated copy (in registry office), via SEDEX, of the listed documents (where applicable), within the term provided in Schedule (annex I).

Due to the terms of the Brazilian Federal Police for issue of RNM – National Migration Registration, the protocol of request containing the validity date of the mentioned document will be accepted, provisionally.

If the applicant fails to present the Certificate of High School Completion, his/her classification will be null, for all purposes.

In case of impossibility of presenting the Certificate of High School Completion, the applicant must present Statement of Course Completion, original and copy, issued less than 6 (six) months before, containing the date when the course was completed, dated, signed and stamped by the Education Institution.

The applicant that does not present the Certificate of High School Completion will not be allowed to renew enrollment for the subsequent academic semester.

Under no circumstances statements of incomplete grade level or statements of incomplete high school will be accepted.

No protocols of documents will be accepted, except for disposition in item 10.3.5.

Enrollments will not be made with incomplete, incorrect documentation that are different from the documents attached in item 11.3, or in disagreement with the dispositions in this Edict.

CANCELLATION AND WITHDRAWAL OF ENROLLMENT

In case of Cancellation of Enrollment, 80% (eighty percent) of the value paid will be restituted, as long as the request for cancellation is formalized by email srarj@fgv.br within the term defined in Schedule (annex I) of this Edict.

The applicant that uses false, fraudulent, documents and/or information, containing irregularities or other illicit items will have his/her enrollment cancelled, at any time. In this case, the values paid will not be refunded.

VACANCIES NOT FILLED

The vacancies referring to the Selection Process that are not filled after the regular enrollment period can, at the respective programs Undergraduation Coordination discretion, be destined to applicants in waiting list.

VACANCIES NOT FILLED	OFFER: Waiting list
Entrance examination	ENEM
ENEM	Entrance examination
IB	Entrance examination
ABITUR, SAT, BAC	IB and Entrance examination

GENERAL DISPOSITIONS

The present selection process is valid only for the 2nd (second) academic semester of 2019.

The applicants registered in this Process are subject to the norms contained in this Edict, as well as Complementary Norms, Official Notices and other documents officially disclosed, and no later appeal will be allowed.

Fundação Getulio Vargas is not signatory of the Student Financing Fund- FIES and the University for All Program - PROUNI.

The applicant is obliged to obtain information on dates, places and terms set forth in the Schedule (annex I) of this Selection Process, and it is his/her full responsibility any loss resulting from the lack of observance of such information.

The hours mentioned in the present Edict refer to the official Brasília time.

Omission situations and situations not provided in the present Edict and in the Applicant Manual will be examined by FGV.

ANNEX I – SCHEDULES
SELECTION PROCESS BASED ON THE RESULT OF INTERNATIONAL TESTS: IB, ABITUR, BAC and SAT

PHASE		DATE	LOCATION
Application period with discount (R\$ 75.00)		18/03 to 05/04/19 until 6:00 p.m.	www.fgv.br/processoseletivo
Application period without discount (R\$ 150.00)		After 6:00 p.m. of 05/04 until 30/05/19 at 6:00 p.m.	
Period for sending documentation requesting exemption of registration fee		Until 20/05/19	
Period for sending Test Result		Until 05/07/2019	
Requisition for Inclusion of Social Name		Until 30/05/19	
Disclosure of Results		12/07/2019 after 6:00 p.m.	
Enrollment	Phase 1: Reservation of vacancy	17 to 19/07/19	
	Phase 2: Upload of documents	22 to 26/07/19	
	Phase 3: Effective enrollment (in person)	23 to 26/07/19	FGV SRA*
Limit date for Enrollment Cancellation		31/07/19	srarj@fgv.br
Start date of the Academic Semester		05/08/19	FGV

ANNEX II – OTHER INFORMATION
Electronic Address of the Brazilian School of Public and Business Administration - FGV EBAPE

<http://ebape.fgv.br>

FGV CACR – Coordination for Admission in Regular Courses – Entrance Examination Central

Rua Itapeva, 432- Zip code 01332-000-São Paulo, SP

Telephone: (11) 3799-7711 (São Paulo and greater São Paulo) and 0800 770 0423 (other localities)

Service hours: from 8:00 a.m. to 7:00 p.m., from Monday to Friday

e-mail: processoseletivo@fgv.br

FGV SRA – Academics Records Office*

Praia de Botafogo, nº 190 / sala 314 – 3º andar Zip code 22250-900, Rio de Janeiro, RJ

Telephone: (21) 3799-5757

Service hours: from 9:00 a.m. to 6:00 p.m., Monday to Friday

e-mail: srarj@fgv.br