

**FUNDAÇÃO GETULIO VARGAS  
 PUBLIC NOTICE OF SELECTION PROCESS  
 MASTER IN MANAGEMENT  
 YEAR 2020**

**SUMMARY**

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**FUNDAÇÃO GETULIO VARGAS  
PUBLIC NOTICE OF SELECTION PROCESS  
MASTER IN MANAGEMENT  
YEAR 2020**

Fundação Getulio Vargas hereby announces the opening of the application process for the selection for the Master in Management, to the year 2020, of the Brazilian School of Public and Business Administration – FGV EBAPE.

**1. THE PROGRAM**

1.1 The course obtained the Renewal of Recognition published in Administrative Rule no. 609 of 14/03/2019, of the Ministry of Education, D.O.U. of 18/03/2019.

1.2 The course is divided into academic quarters and is offered in 2 (two) formats:

- a. **Regular:** maximum duration of 15 (fifteen) months;
- b. **Double Degree:** maximum duration of 21 (twenty-one) months.

**2. THE CONDITIONS**

2.1 Brazilian citizens or foreigners, resident in Brazil or abroad, who are holders of an Undergraduate Diploma in a course recognized by MEC (Ministry of Education), or a Foreign Diploma validated by the Brazilian government.

2.2 In case of Undergraduate issued by foreign universities, the document must be consularized by the Brazilian representation in the issuing country (Embassies or Consulates) or apostilled according to the Hague Convention, along with its sworn translation;

2.3 Applicants who are about to complete an undergraduate degree are allowed to apply. For enrollment purposes, the proof of completion is mandatory.

2.4 The schedule with the selection process phases and the date for the program commence are available in the annex I of this document.

**3. THE VACANCIES**

3.1 FGV EBAPE will offer 30 (thirty) places and the admission will follow the classification criteria set forth on item 7, in this document.

3.2 The selection process, which is a single process, is valid to admission on year 2020, and there is no reserve of places for subsequent admissions.

3.3 FGV EBAPE is committed to the quality standards of its academic program and reserves the right not to fill all the vacancies hereby announced.

**4. APPLICATION**

**4.1 General Information**

- a. Applications can only be done online within the period presented in the schedule (Annex I);
- b. This document presents 2 (two) different schedules for the selection process. The Applicant must apply according to their preferred period (annex I);
- c. The applicant must choose the program format in the application process, by registering in

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- d. The applicant is responsible for the accuracy of the information provided on the application form;
- e. **Application fee:**

1st (first) Round	R\$ 144,00 (one hundred and forty-four reais), for invoices issued from Sept 26th, 2019 to November 08 <sup>th</sup> , 2019 , until 6pm.
	R\$ 180,00 (one hundred and eighty reais), for invoices issued after 6pm on Nov 08th, 2019, until December 2 <sup>nd</sup> , 2019, until 6pm.

2nd (second) Round	R\$ 144,00 (one hundred and forty-four reais), for invoices issued from after 6pm on December 2 <sup>nd</sup> , 2019 until December 31 <sup>st</sup> , 2019, until 6pm.
	R\$ 180,00 (one hundred and eighty reais), for invoices issued after 6pm on December 31st, 2019 to March 06th, 2020, until 6pm.

- f. The payment can be made by credit card, at bank agency or online until the deadline defined by the bank;
- g. Application will be confirmed only after the fee is processed;
- h. Payments made after the deadline, or failure to perform the application properly, exclude the applicant from the selection process, regardless of the certification obtained on the website ,which only certifies the payment received by FGV, not confirming the registration that is not under the guidelines in this document;
- i. The applicant may cancel their application and request a full refund of the fee within 7 (seven) working days from the date of payment. After this period, no refunds will be made.

#### 4.2 Application Confirmation:

4.2.1 The application will be confirmed upon the upload of the following documents, in the Selection Process website ([www.fgv.br/ebape](http://www.fgv.br/ebape)):

- a. Identification document;
- b. Passport (foreign applicants);
- c. Curriculum vitae;
- d. Undergraduate Diploma and Transcript. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document;
- e. Applicants who are about to complete the undergraduate degree may submit an official letter (official heading) stating the expected program completion date (issued within 60 days). For enrollment purposes, it will be compulsory to present the certificate of the undergraduate degree or a declaration by the educational institution containing the graduation date.
- f. Classification and score in one of the following exams (optional, but recommended):
  - GMAT (validity: 3 years);
  - GRE (validity: 3 years);
  - ANPAD (validity: 2 years);
  - ANPEC (validity: 2 years).
- g. One of the following English proficiency certificates, within the validity period (\*):
  - IELTS ACADEMIC (minimum score: 6.5; validity: 2 years);
  - TOEFL IBT (minimum score: 90; validity: 2 years);
- h. Applicant's motivation letter, in English, explaining the reasons for wishing to join the program;
- i. Form of inclusion of "Social Name" (Annex II);
- j. Medical Report (applicants with disabilities) – (Annex III).

Guidelines:

1. The documents must be scanned, saved in PDF format and attached to the application form;
2. Photos of documents will not be accepted;
3. The maximum file size allowed for each document is 1.5MB;
4. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
5. Applicants should consult the status of the documentation sent through the website <https://processoseletivo.fgv.br/MIM/ACOMPANHAMENTO>. In the menu Visão Geral, in the link Acompanhe sua Inscrição. The documents will be verified within 3 (three) business days after the confirmation of application fee payment.

(\* ) Applicants who hold an undergraduate degree obtained in a program taught fully in English in a country other than Brazil, are not required to present a proficiency certificate. 3

4.3 Only applicants who have paid the application fee and complete the upload detailed on item 4.2 will be eligible for the selection process.

## **5. SELECTION CRITERIA**

5.1 Applicants for the Master in Management will be selected by a Selection Committee composed of professors of the program, according to the criteria specified below, that are eliminatory:

- a. Document analysis (item 4.2);
- b. Interview.

5.2 Only applicants selected in the document analysis (item 5.1 “a”) will be invited for the Interview.

## **6. INTERVIEW**

6.1 The Selection interviews will be held during the period informed in the Schedule (annex I) and will take place at FGV EBAPE, at Rua Jornalista Orlando Dantas, 30, Rio de Janeiro – RJ.

6.2 The information about scheduling of the interviews will be sent via e-mail by the Program Coordination, and it is not possible to reschedule the interview.

6.3 The interviews will be conducted in English;

6.4 Applicants resident in other states, or abroad, may be interviewed via Skype;

### **6.5 Interview Guidelines**

- a. The applicant must arrive at the interview venue at least 30 (thirty) minutes in advance, with an original photo identification document or passport;
- b. Any applicant who does not attend the interview on the determined dates, time and place will automatically be eliminated from the process;
- c. Under no circumstance will an interview be rescheduled due to non-compliance with any item of this announcement;
- d. When entering the interview venue, the applicant must turn off and retain their cell phone and electronic equipment, in addition to other objects, under penalty of elimination of the process;

- e. FGV is not responsible for the custody of the applicant's personal belongings and will not be responsible for damage or loss of identification documents and other objects that may occur during the interview;
- f. Applicant are not allowed to access to the FGV buildings wearing shorts, beach wear, slippers, sleeveless tops, miniskirts, or cropped tops.

6.6 Applicants will be excluded from the process if they:

- In any way disturb the order at the place of the interview, or present undue behaviour during the interview;
- During the interview the applicant holds any electronic device, for example: mobile phone, digital watch, mp3, tablet ou similar, even if they are switched off;
- Leave the room holding any unauthorized material;
- Do not attend the interview on specific dates, time and locations;
- Practice acts that contradict the norms of this announcement.

## 7. CRITERIA FOR APPLICANTS APPROVAL

7.1 Candidates will be selected based on the following criteria:

- a. Documental analysis (item 4.2);
- b. Highest grade in the interview - a grade from 0 (zero) to 10 (ten) will be assigned to this phase.

7.2 In case of a tie, applicant's classification will be defined based on the following criteria:

- a. Highest grade in Exams indicated on item 4.2 "f";
- b. Highest overall grade in the transcript;
- b. If the tie remains, the criterion of professional experience be adopted, selecting the candidate with less professional experience.

7.3 The list of approved applicants will be published, as per the schedule (annex I) on the FGV EBAPE website ([www.fgv.br/ebape](http://www.fgv.br/ebape)), after the completion of all phases detailed on item 5.

7.4 Only applicants approved in all stages of the application process may proceed with the enrollment.

## 8. ENROLLMENT SCHEDULE

### 8.1 Phase 1: *Document Upload and Presencial enrollment appointment*

Approved applicants must upload the required documents as per the guidelines below detailed:

8.1.1 The document upload referred to the enrollment (item 8.2.1 or 8.2.2 and 8.2.3) must be done in the selection process website ( [www.fgv.br/processoseletivo](http://www.fgv.br/processoseletivo)>Menu *Resultado* > *link Pré matrícula* > *pré- matrícula*) as per the specifications below and schedule (annex I):

- a. The documents must be scanned, saved in PDF format;
- b. The photos must be scanned and saved in JPEG;
- c. The maximum allowed file size for each document is 1.5MB;
- d. Photos of documents will not be accepted;
- e. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
- f. Illegible, incomplete or non-standard documents will invalidate this phase, and later, the

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applicant's enrollment.

8.1.2 If an applicant does not comply with item 8.1.1, within the period established in the Schedule (annex I), the applicant enrollment will be invalidated.

8.1.3 For scheduling the enrollment appointment, the applicant must, mandatorily:

- a. To make sure that the step described in item 8.1.1 has been duly fulfilled;
- b. Access the Process website [www.fgv.br/processoseletivo](http://www.fgv.br/processoseletivo)> Menu Resultado> link Pre-Matrícula link> Agendamento de Matrícula> and make the appointment to attend the Academic Records Secretariat, according to the day and time of your preference;
- c. The scheduling period is available in the Schedule (Annex I);
- d. Scheduling should be done in advance, depending on the demand of candidates, availability of dates and times;
- e. Only applicants who scheduled the appointment will be attended;
- f. Applicants who do not attend at the scheduled time must wait for the availability of attendance, in the absence of the next candidate at the designated time.

## 8.2 Phase 2: Presencial Enrollment

Approved applicants must present at FGV SRA the original documents listed below for authentication purposes of the uploaded documents, in the selection process website (item 8.1.1):

### 8.2.1 Brazilian Applicants

- a. 1 (one) recent 3x4 photo;
- b. Identification Document (passport won't be accepted);
- c. CPF;
- d. Certified copy of Birth or Marriage Certificate, according to current civil status, accompanied by simple translation;
- e. Undergraduate diploma. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document.
- f. Form of inclusion of "Social Name" in the academic records (as opposed to complete birth name), according to the Brazilian legislation - Annex III;
- g. Medical Report (People with disabilities) – Annex III.

### 8.2.2 Foreign Applicants

- a. 1 (one) recent 3x4 photos;
- b. Passport;
- c. Temporary student visa;
- d. CPF;
- e. National Migration Registry - RNM;
- f. Birth or Marriage Certificate, according to current civil status, accompanied by simple translation;
- g. Undergraduate diploma. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document.
- h. Insurance Policy in the minimum amount of € 30,000 (thirty thousand euros) or US\$ 42,000 (forty two thousand US dollars);
- i. Copy of Medical Report (People with disabilities) – see item 5;
- j. Form of inclusion of "Social Name" in the academic records (as opposed to complete birth

name), according to the Brazilian legislation (see item 6 and Annex II);

8.2.3 The documents listed below are available for printing in the selection process website ([www.fgv.br/processoseletivo/MIM](http://www.fgv.br/processoseletivo/MIM) in the link “Acompanhe o Resultado-pré-matrícula”) and must be attached at the Phase 1: Document Upload (8.1) and presented at the enrollment on Phase 2: Presencial Enrollment (item 8.2), along with the following documents:

- a. 2 (two) signed copies of the contract;
- b. Proof of payment of the 1<sup>st</sup> installment;
- c. Completed and signed enrollment form
- d. Signed responsibility document;
- e. Declaration of subsistence (only for foreign applicants).

8.2.4 In case of civil name change, the documents must be updated, as per the current civil certificate.

8.2.5 Students residing in other Brazilian states or in other countries must meet the requirements in items 8.2.1 and 8.2.2 as per the specific case, and send an authenticated copy of the documents required for enrollment, via SEDEX/FEDEX, of accepted documents posted within the period on the schedule (annex I). The documents listed in item 8.2.3.

8.2.6 Due to the deadlines set by the Brazilian Federal Police for the issuance of the RNM - National Immigration Registry, it will be provisionally accepted for enrollment, the application protocol of the document, containing the expiry date.

8.2.7 In case of impossibility to present a certificate of the undergraduate degree, the student must present an authenticated copy of the declaration of completion of the course with date of the graduation, issued within 60 (sixty) days, duly signed and stamped by the Institution of Education.

8.2.8 Applicants who do not present the documents listed below before the end of the first (1) academic term of the program will be unable to renew the enrollment for the subsequent period:

- a. Authenticated copy of the undergraduate diploma;
- b. Authenticated copy of the RNM.

8.2.9 In the event that a student does not proceed with the enrollment, or they fail to send the documents within the deadline established for enrollment, or withdrawal, the next classified applicant matching the requirements of this announcement may be convoked;

8.2.10 FGV will not be responsible for non-compliance with the deadline for sending documents through Post Office service FEDEX or other forms of posting, due to possible loss of documents.

## **9. TUITION FEE**

9.1 Find as follows, the tuition fee for the Master in Management Program, for both formats.

9.2 FGV's undergraduate degree program alumni are eligible to a 10% tuition discount.

- Regular Format (item 1.2 “a”):

	Monthly payments	Total amount
Upfront payment	-	R\$ 68.900,00
15 installments	R\$ 4.970,00	R\$ 74.550,00
18 installments	R\$ 4.202,00	R\$ 75.636,00

10% discount	Monthly payments	Total amount
Upfront payment		R\$ 62.010,00
15 installments	R\$ 4.472,40	R\$ 67.086,00
18 installments	R\$ 3.781,50	R\$ 68.067,00

- Double Degree (item 1.2 “b”):

	Monthly payments	Total amount
Upfront payment		R\$ 127.860,00
24 installments	R\$ 6.019,00	R\$ 144.456,00

10% discount	Monthly Payments	Total amount
Upfront payment		R\$ 115.074,00
24 installments	R\$ 5.417,00	R\$ 130.008,00

**9.3** It is compulsory to present the original and copy of the undergraduate diploma or the statement of conclusion at the enrollment to validate the discount.

## 10. ENROLLMENT CANCELLATION

10.1 The enrollment cancellation request must be formalized upon request Secretariat of Academic Records- *FGV SRA*, without refund, within the period indicated in this document.

10.2 Students using false, fraudulent, illegal documents or other illegal information and documents will have their enrollment cancelled immediately, and under no circumstances a refund will be provided.

## 11. GENERAL CONDITIONS

11.1 Any situation not addressed in this Public Notice shall be analysed and settled by the Coordination of the Course.

11.2 Applicants are subject to the regulations stated in this document, as well as complementary

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norms, official notices and other officially disclosed documents;

11.3 When submitting the application, the applicant will be accepting in full the rules established in this announcement and the program's regulation available for consultation on the FGV EBAPE website ([www.fgv.br/ebape](http://www.fgv.br/ebape)), without any subsequent complaint or appeal;

11.4 It is the absolute obligation of the applicant to verify the dates, places and deadlines set in the schedule of this announcement. The candidate is fully responsible for any loss resulting from failure to comply with these data.

Rio de Janeiro, September 25th, 2019.

Antonio de Araujo Freitas Junior  
Provost of Teaching, Research and Post-graduate education  
Fundação Getulio Vargas

## ANNEX I – SCHEDULE

PHASE	1ST ROUND	2ND ROUND	LOCATION
Application period (with discount)	September 26 <sup>th</sup> , 2019 to November 8 <sup>th</sup> , 2019 until 6pm	December 2 <sup>nd</sup> , 2019 to December 31 <sup>st</sup> , 2019 until 6pm	www.fgv.br/ebape
Application period (without discount)	November 8 <sup>th</sup> , 2019 after 6pm to December 2 <sup>nd</sup> , 2019 until 6pm	December 31 <sup>st</sup> , 2019 after 6pm to March 06 <sup>th</sup> , 2020 until 6pm	www.fgv.br/ebape
Documents upload	September 26 <sup>th</sup> , 2019 to December 2 <sup>nd</sup> , 2019	December 2 <sup>nd</sup> , 2019 to March 06 <sup>th</sup> , 2020	www.fgv.br/ebape
Upload of medical reports for applicants with disabilities			www.fgv.br/ebape
Request for the inclusion of the "Social Name"			www.fgv.br/ebape
Interviews	December 09 <sup>th</sup> to 12 <sup>th</sup> , 2019.	March 16 <sup>th</sup> , to 19 <sup>th</sup> , 2020.	FGV EBAPE
Final result	December 17 <sup>th</sup> , 2019.	March 24 <sup>th</sup> , 2020.	www.fgv.br/ebape
Document upload and enrollment scheduling	December 23 <sup>rd</sup> , 2019 to January 13 <sup>th</sup> , 2020	March 30 <sup>th</sup> to April 14 <sup>th</sup> , 2020	E-mail SRA
Enrollment	December 26 <sup>th</sup> , 2019 to January 17 <sup>th</sup> , 2019	April 1 <sup>st</sup> to April 17 <sup>th</sup> , 2020	FGV SRA*
Beginning of the classes	April 27 <sup>th</sup> , 2020.		FGV EBAPE

### LOCATION

#### FGV EBAPE – MAIN BUILDING

Rua Jornalista Orlando Dantas nº 30  
CEP 22231-010 Botafogo, Rio de Janeiro, RJ

### PROGRAM COORDINATION

Rua Jornalista Orlando Dantas nº 30, 2º andar, Botafogo, Rio de Janeiro, RJ  
Telephone: + 55 21 3083-2402  
e-mail: mim\_ebape@fgv.br  
Open from 9am to 7pm (BRT)

### SECRETARIAT OF ACADEMIC RECORDS– SECRETARIA DE REGISTROS ACADÊMICOS (SRA)

A/C: Processo Seletivo Mestrado em Administração  
Praia de Botafogo, nº 190 / sala 314 – 3º andar  
CEP 22250-900, Rio de Janeiro, RJ  
Phone: (21) 3799-5757  
Open from 9am to 6pm  
e-mail: srarj@fgv.br

### APPLICATION PROCESS COORDINATION (CACR)

Open from 9am to 6pm – Monday to Friday.  
Phone: (11) 3799-7711 (São Paulo e Grande São Paulo)

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Phone: 0800 770 0423 (demais localidades)

E-mail: [cacr.cmd@fgv.br](mailto:cacr.cmd@fgv.br) | [processoseletivo@fgv.br](mailto:processoseletivo@fgv.br)

**ANNEX II – GENDER IDENTITY**

1. In compliance with the terms of the legislation, Resolution CNE/CP 001 of January 19, 2018, which provides for the right to use a “social name” (as opposed to the birth name), the applicant may submit their request by uploading the formal request (Annex II), according to the schedule (annex I);
2. In case of approval in the Selection Process, the form and the specific documents must be presented at the time of enrollment, as per the schedule (annex I);
3. FGV reserves the right to request, at any time, other supporting documents regarding the request to include a “social name”.

<b>REQUEST FOR USING “SOCIAL NAME”</b>
In compliance to the Resolution CNE/CP 001, January 19, 2018

<b>STUDENT:</b>	
BIRTH NAME:	
<b>SOCIAL NAME:</b>	
ENROLLMENT NUMBER:	PROGRAM:
TELEPHONE:	E-MAIL:
<b>LEGAL REPRESENTATIVE:</b>	
TELEPHONE:	E-MAIL:

<b>DECLARATION:</b>	
1. I hereby declare to be aware of the use of my “SOCIAL NAME” in my academic records, according to the Brazilian law in force to date.	
2. FGV reserves the right to request, at any time, further documents regarding the use of the “social name”, as well as to take measures to confirm the legitimacy of the information, including approaching the student’s legal representatives/guardians in case the student is under 18 years old.	
____/____/____ date	_____ Student
____/____/____ date	_____ Legal representative/guardians (when student is under 18 years old)

<b>IMPORTANT:</b>
1. This form must be completed and signed by the student, enclosing an authenticated copy of the identification document and a 3x4 color photo (recent).
2. For students under 18 (eighteen) years old, the document must be completed and signed by the student and the legal representative/guardian, attaching an authenticated copy of the identification document of both, color photo 3x4 (recent), authenticated copy of the Birth Certificate or Term of Guardianship

**ANNEX III – APPLICANT WITH DISABILITIES**

1. 5.1 Applicants with disabilities or who need specific conditions to the interview must upload a medical report, stating the disability or specific need, by the deadline described in the Schedule (Annex I);
2. 5.2 The attached medical report must contain exact and reliable information, under penalty of the applicant being eliminated from the application process or having their registration canceled later in the program, for acting against the public faith;
3. 5.3 It is the applicant responsibility to provide all the information regarding their needs. In the absence of the requested documents, it will implicate on being interviewed in the same conditions as the other applicants;
4. 5.4 If the approved applicant has the need of specific resources for mobility, class attendance and academic activities, the applicant must formalize their needs through a specific form at the moment of enrollment in the program, attaching a medical report;
5. 5.5 The treatment to special conditions will be subject to the analysis of the legality, feasibility and reasonableness of the request.