

APPLICATION GUIDELINES FOR PROSPECTIVE STUDENTS' APPLICATIONS International applicants residing abroad

INFORMATION ON ADMISSION PROCESS FOR DOCTORAL PROGRAM IN ECONOMICS

OVERVIEW

- 1) This guide is for entry in 2025.
- 2) Applicants must apply online using our website during the application period. Access the website (<https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/economia>) and click "Ficha de Inscrição" for filing and paying online.
- 3) Applicants are responsible for submitting the complete and accurate application in due time.
- 4) Information about research in the department is available at <https://economics-sp.fgv.br/>. Details about graduate courses are available at <https://eesp.fgv.br/cursos/pos-graduacao-academica>.
- 5) The program is full time.
- 6) The program is free of charge to all accepted candidates. Typically, but not always, accepted students are offered a scholarship. From the second semester onwards, there are many opportunities for teaching (at the undergraduate level and in executive education) and for research assistance.

KEY DATES AND DEADLINES

Applicants need to ensure that all requested documents, including tests and references, be received by **6:00 p.m. (Brasília Time)** on the deadline date.

- **Deadline for submission:** October 21, 2024.
- **Interviews:** between October 30, 2024 and November 20, 2024.
- **Final result:** by November 21, 2024.

STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY

BEFORE YOU APPLY

- 1) Make sure you can provide all the correct supporting documents and information.
- 2) Be aware that to come to Brazil you will need a student visa.
- 3) Contact your referees to check that they can submit references for you by the application deadline.

- 4) Send a request to your institution for the official transcripts, if you do not have them – some universities might need several weeks to prepare this for you. It can be in English, Spanish or Portuguese.
- 5) Be aware that for the payment of the application fee, you will need a valid credit card if you are applying outside Brazil. In Brazil, payments can be made by bank slip, also.
- 6) Submit the Application before the closing date: **DEADLINE FOR SUBMISSION: OCTOBER 21, 2024**. Ensure that your application and all requested documents, including tests and references, required for your course are received by **6:00 p.m. (Brasília Time) of the deadline**.
- 7) Your application will be considered only if it is fully completed (submitted and paid) by the deadline.

APPLICATION

- 1) Start your application by clicking at “Ficha de Inscrição” on the website <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/economia>
- 2) Language Option: Select English (**mandatory for International applicants residing abroad**).
- 3) Read the Application Guidelines. To go on with your application, you must accept the Terms and Conditions.
- 4) Fill in the on-line form (personal details and address).
- 5) Fill in the questionnaire (further information).
- 6) Fill in the School Information.
- 7) Fill in the Professional Information.
- 8) Pay the fee.
 - The Application fee is:
 - R\$100,00** for payments made from **September, 17, 2024** until **October 07, 2024 6:00 p.m.** (Brasilia Time); and
 - R\$ 160,00** for payments made from **October 07, 2024** after 6:00 p.m. (Brasilia Time) until **October 21, 2024 6:00 p.m.** (Brasilia Time).
 - You must pay in *Brazilian reais*. The payment must be made via credit card if you are applying outside Brazil. You will enter your payment details, and your card will be charged as you submit your application.
 - Payments can also be made by bank slip in Brazil (only available with Brazilian Individual Taxpayer Registry (CPF) information). Once the application has been made, and the bank slip has been issued, payment must be made until the due date. After bank slip’s expiration date, if the bank slip is not paid, you can access “Ficha de Inscrição” again and issue a new one (until 6:00 p.m. (Brasilia Time) of the deadline for submission). Do not wait until the deadline for submission to issue the bank slip, you may not be able to pay it.
 - Your application will not be considered if you have not paid the fee.
 - The fee will not be refunded.

9) On the next screen, upload all the required documents.

- **Passport.** Please send a copy of the page of the passport that contains the identification data.
- **C.V.**
- **Academic Official transcripts of all college/university degrees.** Please send the transcripts of all undergraduate and graduate degrees (including those of ongoing and unfinished degrees). The transcripts must report the subjects taken, their respective grades, specifications of their inclusion in courses or programs, academic hours/credits and when and where they were taken.
- **Diploma/Certificate of all university degrees.** A statement from the respective school, certifying that the applicant has concluded or is concluding the course in question, may replace the diploma.
- **GRE® Quantitative Reasoning score.**
- **Research Statement.**
 - a) The statement must be in Portuguese, Spanish or English.
 - b) It should contain the candidate's research plan for the program.
 - c) A brief summary of the candidate's academic background can also be included.
 - d) The statement should not exceed one page.
- **If desired, a disability letter from your doctor or a licensed medical professional.** Practical adjustments, support and guidance may be required by disabled applicants at the moment of the submission in the admissions process.

Important: We welcome disabled students. We are committed to responding effectively and appropriately to individual support needs, but approved candidates must inform us, at the moment of registering, about their health requirements during their time at the university.

10) Go back to the previous page (click "Back" button).

Two Recommendation Letters:

The online application will ask applicants to provide their references' names and email addresses. Applicants must inform the email addresses of two referees. Your referees will automatically be emailed a referee form, to be completed and submitted electronically. Once your referee has completed and submitted the form, the status will change from "request sent" to "complete", and the document will appear in your application. Applicants should advise the recommender that they will receive an e-mail from FGV with the letter template to make their recommendations. Should a referee not receive the referee report request please ask them to check their junk email inbox.

The letter must be sent by the referee straight to FGV EESP. To send it, the referee will need to enter your credentials.

It is the applicants' responsibility to follow up with their referee to ensure that their report is submitted before the closing date. Your application will not be completed if the two referees have not provided the recommendations.

11) Double-check that you have chosen the right program, level and area and uploaded all the correct documents, pay the application fee.

12) Submit your application.

After submitting your application, you will receive an automatic confirmation email saying that your submission has been received, but it will only be considered fully completed when you finish uploading all the required documents (including tests and references), and the registration fee is paid.

If you cannot complete your application in one sitting, you have the option of holding your application and resuming later. Every time you return to your application, you will need to use the login and password. You will be informed of your application number by email. You can return to work on your application at any time between the opening and closing date of the application, but you must complete and submit your application (including required documents, tests and referees' reports) before the deadline. Late applications and/or documents/test/referees' reports will not be accepted.

AFTER YOU APPLY

The Admission Committee will make its decision from October 21, 2024 to October 29, 2024.

If your application meets our initial criteria, you will progress to the next stage of our selection process.

Shortlisted candidates will be invited for an interview to be held from October 30, 2024 to November 20, 2024.

FINAL RESULT:

The approved applicants list will be released by November 21, 2024, with the names of the approved candidates.

Classes begin on January 6, 2025.

CONTACT US

If you have any doubts, contact our Admission Office (Coordenadoria de Admissão aos Cursos Regulares - CACR) by e-mail processoseletivo@fgv.br in advance.

Admission Office (Coordenadoria de Admissão aos Cursos Regulares - CACR)
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Graduate Office

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