

APPLICATION GUIDELINES FOR PROSPECTIVE STUDENT APPLICATIONS

International Applicants residing abroad

INFORMATION ON THE ADMISSION PROCESS FOR MASTER'S AND PhD PROGRAMS IN PUBLIC ADMINISTRATION AND GOVERNMENT

OVERVIEW

- 1) This guide is for **2025 entry** and cannot be used to apply in subsequent years.
- 2) During the application period, applicants must apply online using our website. Access the website (If you are applying for the Master's Program, please select (<https://mestrado-doutorado.fgv.br/curso/mestrado-academico/sao-paulo/administracao-publica-e-governo> or applying for the PhD Program, please select <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/administracao-publica-e-governo>) and click "Ficha de Inscrição" to file and pay online.
- 3) Applicants are responsible for submitting a complete and accurate application on time.
- 4) Applicants do not need to submit evidence of Portuguese language proficiency unless required by the Admission Board. Nevertheless, an elementary level of Portuguese Language is necessary for graduate study at FGV EAESP because most of our courses are in Portuguese.

KEY DATES AND DEADLINES

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

- **The deadline for submission is October 4, 2024.** Applications will not be accepted after 6:00 p.m. (Brasília Time) on October 04AAA, 2024.
- **1st phase:** From October 05, 2024, to November 5, 2024.
- A list of the candidates invited to the interview will be released on November 6, 2024.
- **2nd phase - Interviews:** The interviews will occur between November 11 and November 14, 2024 (The interviews will be online).
- **Final result:** The list will be released on December 06, 2024.
- **Pre-enrollment:** approved candidates must register using the online system and upload the required documents (from December 06, 2024, to December 11, 2024)
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- **Online Welcome Meeting** (for all new starters to our **MASTER'S AND DOCTORAL PROGRAMS IN PUBLIC ADMINISTRATION AND GOVERNMENT** December 11, 2024
- **Enrollment:** December 12, 2024: approved candidates must send to cmcd@fgv.br the enrollment application

STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY

RESEARCHING YOUR APPLICATION

- 1) Please browse our pages for information about the Masters and PhD Programs in Public Administration and Government.

<https://eaesp.fgv.br/en/courses/master-public-administration-and-government>

<https://eaesp.fgv.br/en/courses/doctorate-public-administration-and-government>

- 2) Please check all the information to ensure you meet all the requirements for the Program you want to apply to.
- 3) Choose a Program:
 - Master's Public in Administration and Government (CMAPG); or
 - Doctoral Program in Public Administration and Government (CDAPG).
- 4) Choose a Concentration Area.
- 5) Check all the dates and deadlines (including tests).

BEFORE YOU APPLY

- 1) Read through all items of this Application Guidelines to ensure you provide all the proper supporting documents and information.
- 2) Be aware that you will need a student visa to come to Brazil.
- 3) Check if you will need to submit a test (see information below). If you do, book a test for one of the required tests.
- 4) Contact your referees to ensure they can submit references by the application deadline.
- 5) Send a request to your institution for the official transcripts. Some universities might need weeks to prepare this for you if you still need them.
- 6) You will need a valid credit card if you are applying outside Brazil. In Brazil, payments can also be made by bank slip.
- 7) Submit the Application before the closing date. **DEADLINE FOR SUBMISSION: OCTOBER 04, 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.**
- 8) If you apply in the days before the deadline, we may need help to answer your queries and assist you in submitting your application by the deadline.
- 9) Your application will be considered if it is only fully completed (submitted and paid) at the deadline.

APPLICATION

- 1) Start your application by clicking “Ficha de Inscrição” on the website (If you are applying for the Master’s Program, please select <https://mestrado-doutorado.fgv.br/curso/mestrado-academico/sao-paulo/administracao-publica-e-governo> or if you are applying for the PhD Program, please choose <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/administracao-publica-e-governo>).
- 2) Language Option: Select English (**mandatory for International Applicants residing abroad**).
- 3) Fill out the online form (personal details and address).
- 4) On the next screen, select the Concentration Area (options). You can select up to three_areas in order of preference:
 - Government and Civil Society;
 - Public Sector Policy and Economics;
 - Transformations of the State and Public Policy.
- 5) On the next screen, fill in the School Information.
- 6) On the next screen, fill in the Professional Information.
- 7) Read the Application Guidelines. You must accept the Terms and Conditions to go on with your application.
- 8) Pay the fee.
 - The Application fee is:

R\$155,00 for payments made from **July 15, 2024**, until **September 01, 2024**, 6:00 p.m. (Brasilia Time); and

R\$ 180,00 for payments made from **September 01, 2024**, after 6:00 p.m. (Brasilia Time) until **October 04, 2024**, 6:00 p.m. (Brasilia Time).
 - If you apply outside Brazil, you must pay in Reais (Brazilian currency) or via credit card. 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 here in Brazil (Only available with Brazilian Individual Taxpayer Registry (CPF) information). Once the application has been completed and the bank slip has been issued, you must pay it by the due date. After the 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). Please do not wait until the deadline for submission to issue the bank slip; you may not be able to pay it.
 - Your application will only be considered if you have paid the fee.

- FGV EAESP will refund fees if you withdraw your application since you email prosel.cmd@fgv.br seven days after the payment. Email received after the set date will not be considered, and FGV EAESP will not refund the application fee.

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

- **Passport:** Please send a copy of the passport page containing the identification data.
- **C.V. containing the following information:**
 - Academic background
 - Professional background
 - Information about other relevant courses
 - Proficiency in foreign languages
 - Teaching experience
 - Academic research experience
 - Participation in conferences, seminars, and other academic events
 - Publications
 - Participation in groups
 - Scientific Initiation
- **Academic Official transcripts of all college/university degrees.** The transcripts must report the subjects taken, their respective grades, the specification of their inclusion in courses or programs, academic hours/credits, and when and where they were taken.
- **Diploma/Certificate of all university degrees.** Provisionally, a statement from the respective school certifying that the applicant has concluded or is concluding the course in question may replace the diploma. On enrollment day, however, applicants who present only some required documentation will forfeit their application.

Important: Applicants residing abroad or who have completed (all or part of) their studies abroad must present equivalent documentation. Certified translations must accompany notarized copies of the **official academic transcripts** and **Diploma/Certificate** in Portuguese.

Important: If you hold a diploma of undergraduate course issued by foreign institutions, we recommend you revalidate it through a Brazilian university. Only Brazilian public universities that offer the equivalent course or degree can revalidate a foreign undergraduate diploma.

- **GMAT® score or GRE® score:**
These tests are valid for five years.
Take the GMAT® or GRE® exam and send the score to us.

A high score does not guarantee a place, and a low score does not disqualify you. It is important to remember that GMAT/GRE scores are only one element of your application.

- **Presentation Letter:** The letter must be in Portuguese, Spanish, or English and should be limited to 2 pages, describing:
 - a) Reasons why the applicant considers him/herself qualified for the specific Program, and

b) Applicant's relevant academic and executive achievements.

- **Person's chosen name form** ([click here to access the form](#) in Portuguese): Under the Brazilian legislation in force regarding gender identity, the applicant has the right to use his/her preferred name, different from that assigned at birth, by asking for it at the moment of the submission in the admissions process. As such, the applicant must complete the Person's chosen name form.
- **A disability letter from your doctor or a licensed medical professional:** Practical adjustments, support, and guidance may be required by disabled applicants at the time they submit their application to the admissions process.

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

- Doctoral applicants are required to present a document with their **Research Interests**, limited to 3000 words, containing:
 - Knowledge about the topic(s) and research interests;
 - Theoretical foundation (based on literature); and
 - Basic bibliography.

This document is waived for applicants applying for the Master's Program.

- **Term of Commitment to Grant Teaching Assistant (TA), duly filled and signed** (see "Appendix II"): only for doctoral candidates applying for the T.A. scholarship. Please, before applying for this assistantship, make sure that you meet all the T.A. requirements and that you agree to take over the duties and responsibilities imposed on a T.A. (to find out more about this grant opportunity, see "Appendix I")

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

- **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/recommenders. Please ensure the referee's email addresses are correct when entering your application. Your referees will automatically be emailed a referee report to complete and submit electronically. Once your referee has completed and submitted a referee report, the status will change from the request to complete, and the document will appear in your application. Applicants should advise the recommender to receive an email from FGV with the letter template to make their recommendations. Should a referee not receive the referee report request, please check their junk email inbox.

This letter must be sent only by the recommender straight to FGV EAESP. The recommenders must enter your credentials to send it.

The applicants' responsibility is to follow up with their referee to ensure that their report is submitted well before the closing date. Your application will only be complete if the two referees provide recommendations.

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

12) Submit your application.

13) After submitting your application, you will receive an automatic confirmation email saying that your submission for the following admission process has proceeded. However, 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.

14) If you cannot complete your application in one sitting, you can hold your application and resume later.

15) You will need to use the login and password every time you return to your application. Your application number will be sent to you by email.

16) You can return to work on your application anytime between the opening and closing date. However, before the deadline, you must complete and submit your application (including required documents, tests, and referees' reports). FGV EAESP will not accept late applications and/or documents/test/ referees' reports.

AFTER YOU APPLY

Once you have submitted your application, if you fulfill the eligibility criteria, register accordingly, upload all the correct documents, and make your application payment, your application will be assessed by the Admission Boards.

Admission Boards will decide from October 05, 2024, to November 05, 2024.

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

Shortlisted candidates will be called for an interview from November 11 to November 14, 2024. The list will include the date, time, and venue of the interview and be displayed on our website (Master's candidates: <https://mestrado-doutorado.fgv.br/curso/mestrado-academico/sao-paulo/administracao-publica-e-governo> or PhD candidates: <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/administracao-publica-e-governo>) on November 06, 2024. Only the candidates called for the interview will remain in the admission process; FGV EAESP will not consider the others further in the admission process. The interviews will be conducted in English or Portuguese. The Admission Boards provide alternative arrangements for long-distance interviews.

Important: It is the applicant's responsibility to monitor their application status and follow up on all the results and information published on our website.

FINAL RESULT:

The approved applicants' list will be released on December 06, 2024, with the names of the approved candidates. Also, a waiting list of applicants might be released.

WELCOME MEETING AND ENROLLMENT:

- **Welcome Meeting:** Approved candidates must attend a meeting about the registration process.
Date: December 11, 2024

- **Enrollment:** Approved candidates must register.
Date: December 12, 2024

CONTACT US

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

Admission Office (Processo Seletivo)
Rua Itapeva, 432 – 01332-000 - Bela Vista – São Paulo – SP
e-mail: processoseletivo@fgv.br

Graduate Office (Coordenação dos Programas de Pós-Graduação stricto sensu - CPPG) Rua Itapeva, 432 – 01332-000 - Bela Vista – São Paulo – SP
e-mail: coordppapg@fgv.br

Exchange students

For general and complete information about **exchange programs**, please get in touch with the Office of Global Affairs by email at globalaffairs@fgv.br

This transcript is a free translation of an official document in Portuguese, which is available at FGV SRA and on the website.

Appendix I

NORMS FOR TO TEACHING ASSISTANTS (TA) GRANT

Academic PhD students in Business Administration and Public and Government Administration at FGV EAESP can obtain a TA grant to participate in teaching and research activities.

OBJECTIVES

- Develop PhD candidates' potential for teaching and research.
- Promote high-impact publications.
- Equip candidates to seek international job opportunities.

ACTIVITIES

- Assist students and faculty members in teaching and research, mainly in undergraduate and specialization courses.
- Commit to these activities 8 to 12 hours weekly, with exemptions during the PhD Study Abroad.

GRANT DETAILS

- The grant offers up to BRL 5,000 monthly for two and a half years, starting February 2025. After the grant, recipients may sign a one-year teaching contract.

REQUIREMENTS

- Comply with all program norms and deadlines.
- Maintain exclusive dedication and reside in São Paulo unless otherwise approved.
- Participate in proposed activities without affecting doctoral commitments.
- Demonstrate outstanding academic performance and submit annual activity reports.
- Maintain academic profiles updated and acknowledge FGV EAESP support in the thesis.
- Avoid any other paid or grant engagements unless expressly authorized.

APPLICATION PROCESS

- Apply by October 4, 2024, with the necessary documents and valid GMAT/GRE scores.

SELECTION

- Up to 5 grants are available based on selection process performance and test scores.
- Decisions made by a committee are final, with no appeals.

CANCELLATION

- Non-compliance results in automatic grant cancellation.

Appendix II

TEACHING ASSISTANT (TA) GRANT TERM

Candidate's Name:		
Course: <input type="checkbox"/> CDAE	<input type="checkbox"/> CDAPG	<input type="checkbox"/> TA GRANT

I confirm my registration for the TA Grant selection process at FGV EAESP. My registration signifies my awareness and acceptance of the following selection criteria:

a. Successful approval in the regular selection process of the Academic PhD Course in Business Administration or Public and Government Administration at FGV EAESP, entry in 2025.

b. Presentation of a valid GMAT or GRE test result.

Scholarship Details: The grant provides a monthly remuneration of up to BRL 5,000.00 for 2.5 years. Post this term, I may sign a one-year temporary contract with FGV EAESP primarily to teach undergraduate courses.

Commitments Upon Approval:

- I. **Compliance:** Adhere to all norms of the Academic PhD Course at FGV EAESP.
- II. **Dedication:** Commit complete and exclusive effort to the course during the grant period.
- III. **Residency:** Reside in São Paulo for the scholarship duration unless the Graduate Program Office grants exceptions.
- IV. **Participation:** Be available for FGV EAESP activities without compromising doctoral commitments.
- V. **Travel:** Be available for national and international travel as FGV EAESP requires.
- VI. **Performance:** Demonstrate high academic performance and meet all thesis proposal submission and defense deadlines.
- VII. **Reporting:** Annually submit a detailed report on activities, which will be evaluated for performance, research potential, and service to the school. The minimum grades required are two 'very good' and one 'adequate.'
- VIII. **Timeliness:** Aim to complete the doctorate within 42 months, with a hard deadline of 48 months.

- IX. **Thesis Submission:** File the thesis proposal by the deadline per the academic norms.
- X. **Financial Disclosure:** Provide a copy of the previous year's tax return to prove no remunerated activity on a specified date.
- XI. **Profile Update:** Regularly update the curriculum on the LATTES platform (<http://lattes.cnpq.br/>).
- XII. **Registration:** Register on ORCID (<https://orcid.org/>) and Google Scholar (<https://scholar.google.com.br/>).
- XIII. **Thesis Reference:** Clearly reference FGV EAESP's support in the defended thesis.
- XIV. **Exclusivity:** Refrain from receiving other grants or remuneration except when expressly permitted by the Graduate Program Office.
- XV. **Reimbursement:** Commit to refunding all received funds in case of discontinuation of studies, unless due to severe illness or force majeure.

Consequences of Non-Compliance: Failure to comply with these commitments, or any fraudulent actions, will lead to immediate scholarship cancellation and full restitution of funds per legal standards and may bar benefits from FGV EAESP for up to five years.

Date and Place:	<hr/> Candidate's Signature:
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