General Information

1. Contacts

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2. Specific Requirement: VISA

• All international students wishing to study at EBAPE must obtain a student visa;
• Students should apply for a visa immediately after receiving our acceptance letter, which needs to be presented at their local Brazilian Embassy/Consulate;
• Prior to final acceptance by EBAPE: Students must send via email (to monica.balanda@fgv.br) a copy of the visa stamp/seal within 2 weeks before the beginning of classes. Failure to send us the visa stamp/seal by this deadline will prevent completion of the student enrollment process;
• Please check the local Brazilian consulate for information on student visa requirements.

NOTE:
1) Students wishing to do an internship in Brazil must seek the appropriate visa at their local Brazilian consulate. Therefore, internships must be arranged prior to departure. Once in Brazil, the student without the proper visa will not be permitted to participate in an internship here.

2) EBAPE’s Careers and Placement Office provide services only to degree-seeking students, with permanent residency in Brazil. They are unable to help exchange students, on a short stay visa, with placement or internships.

3. Police Registration

All students will need to register with the Federal Police within 30 days of their arrival. Ensure the student brings with him/her the visa request form (a document the Brazilian consulate will give to the student after the student visa is granted, usually stapled to the student’s passport), as this document is required for the above-mentioned registration.

Students will need to provide EBAPE/FGV with a copy of their Federal Police Registration receipt (protocolo) by no later than a month after term begins. If this document is not provided by this deadline, the student's registration will be automatically canceled.
4. **Academic Enrollment Form (FOR EXCHANGE STUDENTS ONLY)**

**NOMINATIONS:** Official letter/email from school of origin with the Nomination of the student to the Exchange Program. Schools can send nominations by email, to the care of monica.balanda@fgv.br.

**DOCUMENTS:**

- **Passport copy** (the page containing the student’s details – THIS SHOULD BE SENT SOON AFTER NOMINATION, FOR EBAPE TO BE ABLE TO ISSUE THE ACCEPTANCE LETTER);

- **Two recent color photographs of yourself** (3x4 cm photos). These should be:
  - taken against a light-colored background;
  - clear, of good quality, not framed or backed;
  - printed on normal photographic paper;
  - full face and without sunglasses, hat or other head covering, unless worn for cultural or religious reasons (but the face must not be covered);
  - social media photographs will not be accepted.

- **Copy of student's visa** – Sent at least 15 days before classes begin;

- **International Student Application Form** – This is an online form that requests information to be held by the School;

- **Requerimento** – For listing/adding/dropping subjects chosen (used by the Academic Registration Office);

- **Language certificate** (see Section 9);

- **Copy of school transcript** clearly showing the academic level of the student (i.e., if the student is at Bachelor’s or Master’s level). It is sometimes not easy to identify from the transcript at which level the student is, therefore additional documentation or a letter from the student’s advisor/coordinator may be requested.

- **Declaration of Support and Liability** – this is a form that the International Office will send to you and one which the student must sign and return together with the other documentation.

- **Copy of your travel insurance policy (in English)** – This policy must have a minimum coverage of 30,000 euros or 42,000 US dollars and be valid for the entire stay of the student in this Brazil. Coverage must cover repatriation of mortal remains.

5. **Freemover**

Students whose home university is not a partner university of EBAPE, or who are not coming on exchange as part of an existing partnership, may apply to spend a term at EBAPE as freemovers. Freemovers are fee-paying students who would like to independently arrange to spend a semester studying at EBAPE.

**NOTE:** FGV/EBAPE’s freemover program is currently on hold, until further notice.
6. Course Information

1. Bachelor’s Degree in Administration

With a duration of four years, EBAPE/FGV’s Bachelor’s Degree in Administration aims to prepare and train professionals for work in public and private organizations, particularly in the areas of Finance, Marketing, Technological Management and Human Resources Management.

The Bachelor’s Degree in Administration program is totally taught in Portuguese, with a few electives in English, therefore international students must have college-level command of Portuguese in order to take subjects in this program. For information on courses taught in English, please contact the International Office.

The course curriculum is structured around 51 obligatory core curriculum subjects and 4 electives, with each subject having a workload of 30, 60 or 90 hours (except for traineeship), over a period of 8 semesters (4 years). Participants take approximately 7 courses per semester, attaining a final total of 3,660 hours, after the four years.

INTERNATIONAL STUDENTS: This program is open to all international students, so long as they meet the academic and language criteria (Sections 7 and 9)

2. International Program in Business - IPB (OPEN TO ALL GRADUATE INTERNATIONAL STUDENTS)

The International Program in Business program aims at preparing participants for general management positions in organizations that are currently established in the Brazilian market or are planning to operate in Brazil. The program also aims at enabling students to develop general management, analytical and “soft” skills. The program is open to exchange students who wish to take only a few subjects to be validated back at their home institution.

The contents of the courses on offer seek to ensure a careful balance between theory, concepts and practical implications, with modules centered on disciplinary foundations, management core disciplines and electives, aiming at honing the participant’s management skills. Discussions around sustainability and ethics are an integral part of every course and the teaching methodology is based on case studies, simulations and other participant-intensive activities.

The program runs for 12 months, divided into four terms, with each course running for 10 weeks. Please contact the International Office for a list of course descriptions. This program is entirely taught in English.

TYPICAL STUDENT PROFILE
- Age: 23 to 29 (most of the students tend to be from European pre-experience Master’s, but it is open to all graduates);
- International background and minimum experience in business;
- Language requirements: English as the first or second language (please see English language requirements in Section 9)

COURSE CHOICE
Nominated students will need to inform the International Office which courses they wish to take (the International Office will contact the student advising him/her of the deadline for informing their choice of courses).

INTERNATIONAL STUDENTS: This program is open to all international students, so long as they meet the academic and language criteria (see Sections 7 and 9)
3. Executive Master in Business Administration (MEX)

EBAPE/FGV’s Executive Master in Business Administration is a program geared towards graduates from Brazil or overseas, who work or intend to work in the area of Business Administration.

The course runs over a period of 2 years (including approved dissertation), with classes beginning every year in mid-January/early February (which is the beginning of the school year in the southern hemisphere). The program is divided in 4 trimesters (terms), and it is run at night, which enables students to carry on with their professional life and also attend the course.

Classes are a mix of lectures, seminars and group assignments, with support provided by audiovisual resources. Given the emphasis on the practical application of knowledge obtained in class, a great part of the work arises from debate and exchange of experience among participants.

This program is entirely taught in Portuguese.

To be awarded a degree, the student will be required to take 4 core subjects, each worth 2 (Brazilian) credits. The Master’s student must also choose a minimum of 8 electives (which are also worth 2 credits each). This means that students must study a minimum of 2 subjects per trimester, totaling 24 credits at the end of the program, and complete a pre-approved dissertation.

INTERNATIONAL STUDENTS: This program is not normally open to international students; however, interested participants will be assessed on a case-by-case basis. Please contact the International Office for further information.

4. MSc in Administration (MA)

EBAPE/FGV’s MSc in Administration program is an innovative Master’s program, which aims at providing students with solid conceptual and methodological knowledge in administration. The program addresses both public administration and business management. This enables the student to focus on one of these areas, while exploring synergies between them.

The objective of this program is to prepare students to either continue on the research track, towards a PhD, or enter the job market, in either the public or private sector.

This program is entirely taught in English.

This is a full-time, 12-month program, with classes occurring during the day, and it is expected that the student actively take part in the School's academic life, which is why they receive full scholarships, to ensure total dedication. It is divided into 4 terms (trimesters), with one intake every year, in January, however, classes occur only during the first three terms, with the final one dedicated to the dissertation.

To be awarded a degree, students need to study a minimum of 12 subjects (equivalent to 24 credits) and develop a dissertation.

INTERNATIONAL STUDENTS: This program is NOT open to EXCHANGE students, but international students interested in following the entire program and obtaining a degree can contact mestrado.academico.ebape@fgv.br, for further information.

5. Professional Masters in Public Administration (MAP)

EBAPE’s Professional Masters in Public administration is geared towards executives who occupy senior positions in public administration, be it directly or indirectly, in a variety of government sectors.

The program will be offered at night, which will enable the student to follow the course and carry out his/her work activities during the day. The program runs over a period of 24 months (including approval and defense of final course work).
Its structure is divided in trimesters (terms), with four compulsory subjects, each worth 2 credits. The student will also need to take and pass at least eight electives, all of which are also worth 2 credits. These electives will be conditional to faculty availability and the number of students interested.

In addition, students will be required to attend a Professional Orientation/Intervention subject, also worth two credits. In order to graduate, the student will need to formulate a final course work, which can be a dissertation arising from field research, under the guidance of an advisor. The successful student will need to have his/her course work approved and have achieved a minimum grade of 7.0 (seven) in each of the 26 credits taken. PLEASE NOTE THAT THIS IS THE REQUIREMENT FOR REGULAR STUDENTS, NOT EXCHANGE ONES.

INTERNATIONAL STUDENTS: This program is open to all international students, so long as they meet the academic and language criteria (see Sections 7 and 9)

6. Grading Process

A. Bachelor’s Degree in Administration:
   • Grades are assigned on a scale of 0 to 10 (10 being the highest grade possible);
   • 2 Exams (evaluation) per semester;
   • Final Grade is the average of these 2 Exams;
   • Students can also take a substitute evaluation at the end of the period, which can replace the lower grade achieved or substitute an evaluation missed;
   • If a student misses an evaluation without justification, his/her grade will automatically be 0.

Compulsory Conditions:
   ▪ Minimum of 75% attendance
   ▪ The student fails if:
     ✓ His/her attendance by the end of the period is less than 75%;
     ✓ His/her final grade is lower than 6.0.

B. International Program in Business and EBAPE’s other Master’s Programs:
   • There is not an exact number of evaluations per semester;
   • The MSc in Administration program (MA) grades are assigned from A to C (Please note that transcripts will not show grades in number form);
   • International Program in Business (IPB), Professional Masters in Public Administration (MAP) and Executive Masters in Business Administration (MEX) grades are assigned on a scale of 0-10;
   • Final Grade is the average of the Evaluations;
   • If a student misses an evaluation without justification, his/her grade will automatically be F/0;
   • The Student can replace an evaluation missed at the discretion of his/her professor.

Compulsory Conditions:
   ▪ Minimum of 75% attendance (maximum two absences will be tolerated). NOTE: This is a 10-session program and any session missed will seriously affect the student’s ability to follow the course.
   ▪ The Student fails if:
     ✓ His/her attendance by the end of the period is less than 75%;
     ✓ His/her final grade is lower than C (MA) or 6 (MAP/MEX/IPB).
7. Specific Academic Requirements

A. Bachelor's Degree in Business Administration:

International exchange students need to be currently taking classes in an undergraduate program or hold a valid undergraduate degree. For language requirements, please see section 9 below.

B. International Program in Business:

Students need to have completed an undergraduate degree or equivalent, preferably (but not mandatory) in Business Administration.

C. Executive Masters in Business Administration; Professional Masters in Public Administration; MSc in Administration

For information on admissions and academic requirements, please check our homepage: [http://ebape.fgv.br/en/international](http://ebape.fgv.br/en/international)

8. Workload

- Undergraduate: Each subject has a workload of 30, 60 or 90 contact hours
- Master's: Each subject has a workload of 30 contact hours
- International Program in Business: each subject has a workload of 30 contact hours

N.B. Please note that our credit system is not the same as American Credits or ECTS. There is no minimum or maximum workload required, though students take, on average, 6 courses per term at the undergraduate level and 3-4 courses at Master’s level. Freemovers must take a minimum of 3 courses per semester.

9. Language Requirements

A. International Program in Business:

This program is entirely taught in English and all students are required to demonstrate proficiency in that language. Nominated students need to send the International Office a copy of their IELTS or TOEFL certificates or equivalent (we would be happy to accept an official recommendation letter from a faculty advisor, attesting to the nominated student’s proficiency in English). The requirements for the English language tests are that a student must obtain an IELTS of 6.5 with no less than 6.0 in any element. For TOEFL IBT (Internet Based) the requirements are 88 with no less than 19 in any element. Certificates or recommendation letters should be sent to monica.balanda@fgv.br

B. Bachelor's Degree in Administration:

Please note that our Bachelor's Degree in Administration is mainly taught in Portuguese (though a limited number of subjects may be offered in English – please contact the International Office for further information). Nominated students will need to provide proof of proficiency in Portuguese (to B1 level as per the CEFR), as candidates must be fluent in that language (have college-level command) in order to be able to follow the program. Partner schools must send us a declaration attesting to the nominated student’s level of Portuguese. There is also an official examination called the CELP-Bras examination (please check [http://portal.inep.gov.br/celpebras](http://portal.inep.gov.br/celpebras) for further information on this exam). (Students should have the equivalent of a “NÍVEL AVANÇADO”).

C. EBAPE’s Regular Masters Programs

1) EXECUTIVE MASTER IN BUSINESS ADMINISTRATION: This program is entirely taught in Portuguese. For information on admissions requirements, please contact Ms. Aline Felix ([aline.felix@fgv.br](mailto:aline.felix@fgv.br)) or Daniele Santos ([daniele.santos@fgv.br](mailto:daniele.santos@fgv.br))

INTERNATIONAL STUDENTS: This program is not normally open to international students, however, interested participants will be assessed on a case-by-case basis. Please contact the International Office for further information.
2) PROFESSIONAL MASTERS IN PUBLIC ADMINISTRATION: This program is entirely taught in Portuguese, with a few electives in English. International EXCHANGE students interested in taking subjects in this program must demonstrate college-level Portuguese and take a test administered by EBAPE’s International Office. DEGREE-SEEKING international students: for further details on admissions requirements, please contact Ms. Roberta Guimarães (roberta.guimaraes@fgv.br)

3) MSC IN ADMINISTRATION: This program is entirely taught in ENGLISH and not open to EXCHANGE students. DEGREE-SEEKING international students: Please contact mestrado.academico.ebape@fgv.br, for information on admissions requirements.

10. Deadlines

Please note that the school calendar varies from year to year. Required application forms and documentation must be sent at least two months before the start of the program (NOMINATION is to be done at least 2 weeks before the mentioned deadline). The International Office will advise all partner schools of the program start dates (International Program in Business – for the other programs, please check our website).

Semester 2 Brazil (Northern Hemisphere Fall Term):
Please check specific dates with International Office.
Schools nominate by: first week of April
Students send documents by: 3rd week of April

Semester 1 Brazil (Northern Hemisphere Spring Term):
Please check specific dates with International Office.
Schools nominate by: Beginning of October
Students send documents by: Last week of October

11. Academic Calendar

A. Bachelor’s Degree in Administration
The academic calendar for the Bachelor Degree in Administration program runs as follows:
Semester 1 Brazil (Northern Hemisphere Spring Term): beginning of February to the end of June (this may vary, depending on when Carnival takes place)
Semester 2 Brazil (Northern Hemisphere Fall Term): from beginning of August to Christmas time

N.B.: For specific term dates, please contact the International Office

B. International Program in Business
The academic calendar for the International Program in Business runs as follows (these are approximate, as dates will vary depending on the number of bank holidays throughout the year):

1st trimester: Beginning of August to mid October
2nd trimester: Mid October to mid of December
3rd trimester: End of January/Beginning of February to mid March
4th trimester: Beginning of April to beginning of July

N.B.: For specific term dates, please contact the International Office

C. Master’s Programs
For information on the academic calendars for EBAPE’s Master’s programs, please check: http://ebape.fgv.br/programas
12. **Recommended Arrival Dates**

Plan to arrive at least one week before the beginning of classes (please check calendar informed by the International Office), as students will be required to attend a MANDATORY orientation day briefing (date to be advised by the International Office).

13. **Student Orientation Day**

Presence is mandatory. There is one meeting scheduled each semester. Students will be notified of the actual date in advance.

☑ **Additional Information**

1. **Portuguese Language Lessons**

We aim to offer Portuguese for Foreigners at the beginning of each semester, whenever possible. Please note that this is not college-level Portuguese, but rather “survival”, basic, Portuguese, aimed at helping with the integration of international students with Brazilian culture.

Interested students need to advise the International Office of their interest in this course, as this program is offered by a language school hired by EBAPE/FGV. Please note that this course is outsourced and grades will not appear in the student’s transcript. The Language School offering the course will issue their own certificates. Please note there is a small fee for this course, to cover expenses related to the teaching material (contact the International Office for further information).

**IMPORTANT**: Nominated students will be contacted and informed of the deadline for advising EBAPE/FGV of their interest in studying Portuguese. We need to have this information by the deadline in order to be able to inform the Language School of how many classes they will need to prepare for and how many students FGV will need to budget for. Please note that once you have emailed your interest, we will assume you are committed to the entire program. Although we understand this course may not be validated by your school, we expect that once committed, the student will follow the course all the way through and sit the required examinations. We expect that students who need to abandon the course – under exceptional circumstances - do so with prior consultation with the professor and the International Office.

2. **Accommodation**

Please note that Fundação Getulio Vargas does not have its own housing (residences), therefore out-of-town and international students will need to seek private accommodation. Although staff at the International Office is not able to search for accommodation on a student’s behalf, they can provide assistance and counseling to students in this matter. Please contact the International Office for links to housing providers.

3. **Health Insurance**

Students must have complete health insurance coverage from their own country, covering the entire exchange period. Copy of the policy must be sent to the International Office and have a minimum coverage of 30,000 euros or 42,000 US dollars, valid for the entire stay of the student in Brazil. The plan must cover repatriation of mortal remains.

Health insurance for travelers is usually provided by travel agencies from the country of origin. Brazilian private health care is expensive.
4. **Internships**

Students wishing to participate in an internship in Brazil must ensure he/she has obtained a proper internship VISA prior to departure, and signed a tripartite document, which bears the signature of the student, the school and the employer. Please check details with the local Brazilian consulate. Once in Brazil, a student without the proper visa will not be permitted to do an internship here.

5. **Living Expenses**

Living expenses are dependent on the student’s lifestyle, however, we estimate that the student would need approximately US$ 1,000 – 1,500 per month (based on an exchange rate of US$1 = R$4.10). We advise students to check the cost of accommodation, as this has increased considerably over the past couple of years, mainly due to the major sporting events hosted by Rio.

6. **Buddy Program**

A ‘buddy’ is a senior EBAPE student who has volunteered to act as a mentor and help one or more international students with any problems arising during his/her stay in Rio. For further information please contact the International Office.

7. **School Facilities**

Library, computer lab, café, restaurant and bookstore. We also have a health center, with a registered nurse and a medical doctor (general practitioner). Students can have free consultations with the doctor, who may prescribe medicine or refer students to a specialist. There is a subway station five minutes’ walk from the school and a bus stop is in front of the school.

8. **Information on Rio de Janeiro**

Please check the websites: http://ipanema.com/ and http://riotimesonline.com/

9. **Maps and Directions**

How to get to FGV:

**BY BUS (from Zona Sul):**
Take any bus that passes by Botofogo Praia Shopping.
Get off the bus at the second stop after the shopping and walk towards Flamengo till you see a tall building with the FGV logo.

**BY SUBWAY (Metrô):**
Get off at Estação Flamengo (Flamengo Station)
Take the exit Saída MARQUÉS DE ABRANTES. At the exit, turn right on Rua Marquês de Abrantes and walk all the way until you hit Praia de Botafogo. Once there, turn right and walk until you see a tall building with the FGV logo.

Map with the location of the FGV building:
Map of Zona Sul (South Zone), Rio de Janeiro