

Application Guidelines for International Applicants Residing Abroad

ADMISSION PROCESS FOR THE MASTER'S AND DOCTORAL PROGRAMS IN BUSINESS ADMINISTRATION

OVERVIEW

- 1) This guide is for **2027 entry** and cannot be used to apply in subsequent years.
- 2) Applicants must submit their application online through the FGV EAESP website during the application period. Please select the appropriate program below and complete the online application form ("Ficha de Inscrição"):
 - **Master's Program in Business Administration:** <https://mestrado-doutorado.fgv.br/curso/mestrado-academico/sao-paulo/administracao-de-empresas>
 - **Doctoral Program in Business Administration:** <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/administracao-de-empresas>

After accessing the appropriate webpage, click "Ficha de Inscrição" to complete and submit your application online, as well as to pay the application fee.

- 3) Applicants are responsible for submitting the complete and accurate application in due time.
- 4) Applicants do not need to submit evidence of Portuguese Language proficiency, unless it is required by the Admission Boards. Nevertheless, an elementary level of Portuguese Language is needed for graduate study at FGV EAESP, because some 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 date.

- **Deadline for submission: October 2, 2026.** Applications will not be accepted after 6:00 p.m. (Brasília Time) on October 2, 2026.
- **1st phase:** From October 2, 2026, to November 5, 2026.
- A list will be released on November 5, 2026, with the names of the candidates invited to the interview.
- **2nd phase - Interviews:** The interviews will take place from November 9 to November 12, 2026. (The interviews will be on-line).
- **Final result:** The list will be released on December 04, 2026.
- **Pre-enrollment:** approved candidates must register using the on-line system and upload the required documents (from December 04, 2026, to December 10, 2026)
- **On-line Welcome Meeting** (mandatory for all new starters to our MASTER'S AND DOCTORAL PROGRAMS IN BUSINESS ADMINISTRATION): December 10, 2026
- **Enrollment:** December 11, 2026: approved candidates must send to cmcd@fgv.br the enrollment application.

STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY

APPLYING TO THE PROGRAM

- 1) Browse our pages for information about the Master's and Doctoral Programs in Business Administration:
 - Master's Program in Business Administration: <https://eaesp.fgv.br/cursos/mestrado-academico-administracao-empresas-cmae>
 - Doctoral Program in Business Administration: <https://eaesp.fgv.br/cursos/doutorado-administracao-empresas-cdae>
- 2) Check all the information to make sure that you meet all the requirements for the Program that you want to apply to.
- 3) Choose a Program:
 - Master's Program in Business Administration (CMAE); or
 - Doctoral Program in Business Administration (CDAE).
- 4) Choose a Concentration Area
- 5) Check all the dates and deadlines (including tests).

BEFORE YOU APPLY

Before submitting your application, please ensure that you have completed the following steps:

1. **Read these Application Guidelines carefully** to ensure that you understand the admission requirements and provide all required supporting documents and information.
2. **Verify your visa requirements.** International applicants admitted to the program must obtain the appropriate student visa before traveling to Brazil.
3. **Check the admission requirements** to determine whether you are required to submit standardized test scores (see the information below). If applicable, schedule your test well in advance of the application deadline.
4. **Contact your referees** and ensure they are available to submit their recommendation letters by the application deadline.
5. **Request your official academic transcripts** from your current or previous institution(s), if you do not already have them. Please note that some institutions may require several weeks to issue these documents.
6. **Prepare your payment method.** Applicants residing outside Brazil must pay the application fee using an international credit card. Applicants residing in Brazil may pay either by credit card or by bank slip ("boleto bancário").
7. **Submit your application by the deadline.**

8. If you apply in the days leading up to the deadline it may not be possible for us to answer your queries and assist you in time for you to submit your application by the deadline.
9. Your application will be considered only if it is fully completed (submitted and paid) at the deadline.

Application Deadline: October 2, 2026

Your completed application, together with all required supporting documents—including standardized test scores (if applicable) and recommendation letters—must be received by **6:00 p.m. (Brasília Time)** on the application deadline.

APPLICATION

- 1) Start your application by accessing the appropriate program webpage below and clicking "Ficha de Inscrição" to complete the online application form.
 - Master's Program in Business Administration: <https://mestrado-doutorado.fgv.br/curso/mestrado-academico/sao-paulo/administracao-de-empresas>
 - Doctoral Program in Business Administration <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/administracao-de-empresas>
- 2) Language Option: Select English (**mandatory for International Applicants residing abroad**).
- 3) Read the Application Guidelines. You must accept the Terms and Conditions, to go on with your application.
- 4) Fill in the on-line form (personal details and address).
- 5) Select the Concentration Area (options). You can select only one area:
 - Administration, Analysis and Information Technology;
 - Corporate Strategy;
 - Marketing;
 - Organizations and People
 - Operations Management and Sustainability;
 - Finance.
- 6) Fill in the questionnaire (further information).
- 7) Fill in the School Information.
- 8) Fill in the Professional Information.
- 9) Pay the fee.

Application fee

- R\$ 155.00 for applications submitted and paid **by 6:00 p.m. (Brasília Time) on September 1, 2026.**
- R\$ 180.00 for applications submitted and paid **after 6:00 p.m. (Brasília Time) on September 1, 2026, and by 6:00 p.m. (Brasília Time) on October 2, 2026.**
- You must pay in Reais (Brazilian currency). 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 may also be made by bank slip (boleto bancário) in Brazil. This option is available only to applicants who provide a valid Brazilian Individual Taxpayer Registry number (CPF) and a residential address in Brazil.
Once the application has been submitted and the bank slip has been issued, payment must be completed by the due date indicated on the bank slip. If the bank slip expires before payment is made, applicants may access the "Ficha de Inscrição" again and issue a new bank slip, provided this is done by 6:00 p.m. (Brasília Time) on the application deadline.
Applicants are strongly advised not to wait until the application deadline to issue the bank slip, as payment processing may not be available in time.
- Only applications accompanied by payment of the application fee will be considered.
- The application fee will be refunded if you withdraw your application by sending a request to processoseletivo@fgv.br within seven (7) calendar days of the payment date.
Refund requests received after this period will not be considered, and the application fee will not be refunded.

10) 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, its respective grades, 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 do not present all 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. Notarized copies of the **Official Academic transcripts** and **Diploma/Certificate** must be accompanied by certified translations in Portuguese language.

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

➤ **GMAT® or GRE®:**

- GMAT® and GRE® test scores are valid for five (5) years from the test date.
 - Applicants must take either the GMAT® or the GRE® and submit their official test scores as part of the application.
 - A high score does not guarantee a place, nor does a low score disqualify you. It is important to remember that GMAT/GRE scores are only one element of your application.

➤ **Presentation letter:** The presentation letter must be written in Portuguese, Spanish, or English and must not exceed 10,000 characters. It should address the following:

- a) The reasons why the applicant believes they are qualified for the selected program;
- b) The applicant's relevant academic, professional, and executive achievements;
- c) The reasons for choosing the selected Program and Concentration Area; and
- d) The proposed research topic and its relevance to the selected Concentration Area.

➤ **Person's chosen name form** ([click here to access the form in Portuguese](#)): In accordance with the Brazilian legislation in force regarding the gender identity, the applicant has the right to use his/her preferred name, different to 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 moment of the submission in the admissions process.

Important: We welcome disabled students. We're committed to responding effectively and appropriately to individual support needs, but 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 submit the **Research Project** as following: Research Project, written in Portuguese, Spanish or English, limited to 10 pages, containing:

- Title;
- Project summary and key words;
- Research goals;
- Justification and expected outcomes;
- Theory review;
- Methodological procedure;
- Bibliography.

Research Project is waived for those applicants who will apply for the Master's Program.

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

11) 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/recommenders. Please ensure the referee's email addresses entered into your application are correct. 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 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 (processoseletivo@fgv.br) 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 only by recommender straight to FGV EAESP. To send it the recommenders will need to enter your credentials.

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

- 12) Double-check that you have chosen the right program, level and area and uploaded all the correct documents and paid the application fee
- 13) Submit your application.
- 14) After submitting your application, you will receive an automatic confirmation email saying that your submission for the following admission process has proceeded, 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.
- 15) If you cannot complete your application in one sitting, you can hold your application and resume later.
- 16) 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.
- 17) 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

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 03, 2026, to November 05, 2026.

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 online interview to be held from November 9 to November 12, 2026.

The list will include date, time and venue of the interview and will be displayed on our website (Master's candidates: <https://mestrado-doutorado.fgv.br/curso/mestrado-academico/sao-paulo/administracao-de-empresas> or Doctoral candidates: <https://mestrado-doutorado.fgv.br/curso/doutorado-academico/sao-paulo/administracao-de-empresas>) on **November 05, 2026**. Only the candidates called for the interview will remain in the admission process; the others will not be considered further in the admission process. The interviews will be conducted in English or in Portuguese. The Admission Boards provides alternative arrangements for long distance interviews.

By accepting the terms and conditions of this Call for Applications upon submitting the application, the applicant acknowledges and consents to the audio and video recording of the interview conducted as part of the FGV EAESP selection process. Such recordings shall be used exclusively by the Admissions Committee for the purpose of evaluating the applicant in this admissions process.

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

FINAL RESULT:

The approved applicants list will be released on December 04, 2026, with the names of the approved candidates. Also, a waiting list of applicants might be released.

WELCOME MEETING AND ENROLLMENT¹:

- **Pre-enrollment:** approved candidates must register using the online system and upload the required documents
Date: from December 4, 2026, to December 10, 2026
- **Welcome Meeting:** Approved candidates must attend a meeting about the registration process.
Date: December 10, 2026.
- **Enrollment:** Approved candidates must register. Once pre-enrolment is confirmed successful, you must formalize enrolment by send to cmcd@fgv.br the list of the courses you want to take, according to the specific orientation you had received from the Program.
Date: December 11, 2026.

¹ These events can be **postponed**, **canceled** or **be on-line/virtual** due to any extraordinary circumstances.

CONTACT US

If you have any doubts, contact our Admission Office by sending an e-mail to processoseletivo@fgv.br in advance.

FGV Conhecimento (Admissions Office)

Address: Av. Paulista, 538

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: coordppae@fgv.br

Exchange students

For general and full information about **exchange programs**, please contact the Office of Global Affairs by e-mail globalaffairs@fgv.br

This transcript is a free translation of an official document in Portuguese available on the website.

Appendix I

RULES FOR TEACHING ASSISTANTS (TA) SCHOLARSHIP

Academic PhD students in Business Administration and Public and Government Administration at FGV EAESP can obtain a TA scholarship 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.

SCHOLARSHIP DETAILS

- The scholarship is up to BRL 8,000 per month for up to 4 years.

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 2, 2026, with the necessary documents and valid GMAT/GRE scores.

SELECTION

- Up to 5 scholarships are available based on selection process performance and test scores. We reserve the right to leave the positions unfilled
- Decisions made by a committee are final, with no appeals.

CANCELLATION

- Non-compliance results in automatic scholarship cancellation.

Appendix II

TA COMMITMENT TERM

Candidate's Name:

Course: CDAE ☐ CDAPG ☐

TA ☐

I confirm my registration for the TA Scholarship 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 2027.

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

Scholarship Details: The scholarship is up to BRL 8,000 per month for up to 4 years.

Commitments Upon Approval:

- I. **Compliance:** Adhere to all rules of the Academic PhD Course at FGV EAESP.
- II. **Dedication:** Commit complete and exclusive effort to the course during the scholarship 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. **Profile Update:** Regularly update the curriculum on the LATTES platform (<http://lattes.cnpq.br/>).
- XI. **Registration:** Register on ORCID (<https://orcid.org/>) and Google Scholar (<https://scholar.google.com.br/>).
- XII. **Thesis Reference:** Clearly reference FGV EAESP's support in the defended thesis.
- XIII. **Exclusivity:** Refrain from receiving other scholarships or remuneration except when expressly permitted by the Graduate Program Office.
- XIV. **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:

Candidate's Signature: