

**APPLICATION GUIDELINES FOR PROSPECTIVE STUDENTS APPLICATIONS**  
**International Applicants residing abroad**

**INFORMATION ON ADMISSION PROCESS FOR MASTER'S AND DOCTORAL PROGRAMS**  
**IN PUBLIC ADMINISTRATION AND GOVERNMENT**

**OVERVIEW**

- 1) This guide is for **2023 entry** and cannot be used to apply in subsequent years.
- 2) The applicants must apply online using our website during the application periods. Access the website (If you are applying for the Master's Program, please select: <https://cacr.fgv.br/sp/pos/adm/cmapp> or applying for the Doctoral Program, please select: <https://cacr.fgv.br/sp/pos/adm/cdapg>) 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) Applicants do not need to submit Portuguese Language proficiency evidence unless required by the Admission Boards. Nevertheless, an elementary level of Portuguese Language is needed for graduate study at FGV EAESP because most of our courses are in Portuguese.

**KEY DATES AND DEADLINES**

Applicants need to 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 07, 2022**. After 6:00 p.m. (Brasília Time) of October 07, 2022, applications will not be accepted.
- **1<sup>st</sup> phase**: From October 08, 2022, to November 07, 2022.
- A list will be released on November 08, 2022, with the names of the candidates invited to the interview.
- **2<sup>nd</sup> phase - Interviews**: The interviews will occur between November 10 and November 17, 2022 (The interviews can be online/virtual).
- **Final result**: The list will be released on December 06, 2022.
- **Welcome Meeting** (for all new starters to our **MASTER'S AND DOCTORAL PROGRAMS IN PUBLIC ADMINISTRATION AND GOVERNMENT** December 14, 2022 (This event can be **postponed**, **anceled**, or **be online/virtual**))
- **Enrollment**: December 15, 2022.

**STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY**

## RESEARCHING YOUR APPLICATION

- 1) Please browse our pages for information about the Master's and Doctoral Programs in Public Administration and Government.
- 2)  
<https://eaesp.fgv.br/cursos/mestrado-academico-administracao-publica-e-governo-cmapg>  
  
<https://eaesp.fgv.br/cursos/doutorado-administracao-publica-e-governo-cdapg>
- 3) Check all the information to make sure that you meet all the requirements for the Program that you want to apply to.
- 4) Choose a Program:
  - Master's Public in Administration and Government (CMAPG); or
  - Doctoral Program in Public Administration and Government (CDAPG).
- 5) Choose a Concentration Area.
- 6) Check all the dates and deadlines (including tests).

## BEFORE YOU APPLY

- 1) Read through all items of this Application Guidelines to make sure you provide all the proper supporting documents and information.
- 2) Be aware that to come to Brazil, you will need a student visa.
- 3) Check if you will need to submit a test (see information below). If you do, then book a test for one of the required tests.
- 4) Contact your referees to check that they can submit references for you by the application deadline.
- 5) Send a request to your institution for the official transcripts. If you do not have them – some universities might need weeks to prepare this for you.
- 6) Be aware that you will need a valid credit card for the payment if you are applying outside Brazil. In Brazil, payments can be made by bank slip, also.

- 7) Submit the Application before the closing date: **DEADLINE FOR SUBMISSION: OCTOBER 07, 2022.** 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 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 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://cacr.fgv.br/sp/pos/adm/cmapp> or if you are applying for the Doctoral Program, please select: <https://cacr.fgv.br/sp/pos/adm/cdapg>).
- 2) Language Option: Select English (**mandatory for International Applicants residing abroad**).
- 3) Fill in 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. To go on with your application, you must accept the Terms and Conditions.
- 8) Pay the fee.
  - The Application fee is:

**R\$155,00** for payments made from **August 1, 2022** until **September 09, 2022** 6:00 p.m. (Brasília Time); and

**R\$ 180,00** for payments made from **September 09, 2022** after 6:00 p.m. (Brasília Time)) until **October 07, 2022** 6:00 p.m. (Brasília Time).

- 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 can also be made by bank slip here in Brazil (Only available with Brazilian Individual Taxpayer Registry (CPF) information). Once the application has been made 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. (Brasília 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 not be considered if you have not paid the fee.
- FGV EAESP will refund fees if you withdraw your application since you send an email to [cacr.cmcd@fgv.br](mailto:cacr.cmcd@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, uploaded all the required documents.

- **Passport:** Please send a copy of the page of the passport which contains 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, 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. Certified translations must accompany notarized copies of the **Academic Official transcripts** and **Diploma/Certificate** to the 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 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, 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 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 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. 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 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 those applicants who will apply for the Master's Program.

- **Term of Commitment to Grant Teaching Assistant (TA) Scholarships, duly filled and signed:** 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 scholarship opportunity, see "Anexo V" of the "CDAPG Edital," in Portuguese). [Click here to access the T.A. Commitment Term.](#)

10) Go back to the previous page (click "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 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 the request sent 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 recommender straight to FGV EAESP. To send it, the recommenders will need to enter your credentials.

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 not be complete if the two referees have not provided the recommendations.

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

12) Submit your application.

13) After submitted 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 have the option of holding your application and resuming later.

15) 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.

16) You can return to work on your application at any time between the opening and closing date of the application. However, you must complete and submit your application (including required documents, tests, and referees' reports) before the deadline. 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, uploaded all the correct documents, and made your application payment, your application will be assessed by the Admission Boards.

Admission Boards will make their decision from October 10, 2022, to November 07, 2022.

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 10 to November 17, 2022. The list will include the date, time, and venue of the interview and be displayed on our website (Master's candidates: <https://cacr.fgv.br/sp/pos/adm/cmapp> or Doctoral candidates: <https://cacr.fgv.br/sp/pos/adm/cdapg>) on November 08, 2022. 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, 2022, with the names of the approved candidates. Also, a waiting list of applicants might be released.

### **WELCOME MEETING AND ENROLLMENT<sup>1</sup>:**

- **Welcome Meeting:** Approved candidates must attend a meeting about the registration process.

Date: December 14, 2022

- **Enrollment:** Approved candidates must register.

Date: December 15, 2022

### **CONTACT US**

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

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

Address: Rua Itapeva, 432 – 01332-000 - Bela Vista – São Paulo – SP

e-mail: [processoseletivo@fgv.br](mailto: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](mailto:coordppapg@fgv.br)

### **Exchange students**

For general and complete information about **exchange programs**, please contact the Office of Global Affairs by email at [globalaffairs@fgv.br](mailto:globalaffairs@fgv.br)

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

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<sup>1</sup> These events can be postponed, canceled, or be online/virtual