

# APPLICATION GUIDE

COHORT STARTING IN SEPTEMBER 2024

# OneMBA



ESCOLA DE  
ADMINISTRAÇÃO  
DE EMPRESAS  
DE SÃO PAULO

# SUMMARY

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## **OneMBA**

OneMBA was established in 2002 as a global executive MBA program that develops knowledge on the real world of business by means of interpersonal relationships and in-depth reflections, based on applied theoretical fundamentals that enable students to rethink their views of business phenomena. Global residency immersions, a sustainability immersion, multi-cultural challenges and a team of international professors make the OneMBA a unique experience in terms of credibility, recognition, and transformation in how one perceives the world.

OneMBA is conducted by a consortium of world renowned and accredited business schools from three countries. The program addresses current topics of the business environment and discusses best management practices in each world region, instilling in its students a worldview based on different perspectives and meanings.

Participants from several countries meet in three immersive global residencies in five different geo-political regions and one local sustainability immersion (Amazon, Brazil). They attend lectures by local professors and executives, participate in technical visits to regional and multinational companies, take part in meetings with business managers and government officials, engage in social immersion activities and join in intense teamwork assignments.

Students cooperate with colleagues from other countries in assignments of three global courses. Global teams feature diversity in terms of cultural history, academic background, professional practice, industries, age, and gender. The global courses include a comprehensive project that requires teamwork skills (both remote and on-site) and the ability to evaluate business based on different conceptual views.

In addition, a social impact challenge is conducted, mostly asynchronously, with self-selected teams that cooperate with entrepreneurs of social impact businesses to tackle a social or environmental issue, and, at the end of the project, the teams propose a strategic solution to that specific challenge.

Local courses complement students' development and aim to speed up students' professional success. A business game simulation wraps up all the acquired knowledge and allows students to develop comprehensive business strategies, duly supported by informed reasoning, in an online platform that emulates the real business world.

## **APPLICANT PROFILE**

OneMBA welcomes experienced managers, industry practitioners, consultants, and entrepreneurs with at least seven years of professional experience - including the management of teams - who wish to become leaders of global companies or manage global projects. The set of applicants selected for each cohort should comprise strong diversity in terms of academic background, industry experience, functional position in their companies, age, ethnicity, psychological traits, as well as social and technical skills.

## **APPLICATIONS**

The admissions process for the OneMBA will be open from 15-November-2023 to 31-July-2024.

The global calendar of activities and the program curriculum are available from [OneMBA Brochure](#).

The admissions process is coordinated by the *Processo Seletivo FGV*:

### *Processo Seletivo FGV (Admissions Process FGV)*

Hours: Mondays-Fridays from 9:00 a.m. to 6:00 p.m. Phone Nr.: 0800 770 0423 or +55 (11) 3799-3799.

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

To take part in the OneMBA admissions process, please submit your application entirely online at: <https://cacr.fgv.br/sp/pos/adm/onemba>

## Online Application Step-By-Step

- a. Pursuant to the laws in force on the right to use social names, applicants for the Admissions Process may e-mail [processoseletivo@fgv.br](mailto:processoseletivo@fgv.br) to request inclusion of their social name in the Selection Process system by November 16, 2023.
- b. If you have previously taken part in a selection process for regular programs at FGV, please provide the same document number as before (RG, Passport or RNM). A different number will cause the system to log you in as a new user but prevent you from continuing when you reach the CPF number stage. If you do not remember your password, click “forgot your password” and you will receive a link on your email address to change it.
- c. Your registration will be completed once you have filled your personal and academic information. At this stage, an application number (*número de inscrição*) will be generated. This number will be sent to you by email. If you are unable to complete your application in a single session, you will be able to access it at any time during the application period.

### 1. Attach personal and academic documents:

Applicants must upload the following documents in PDF format:

- A picture (in color);
- Free-format *Curriculum Vitae* in English or LinkedIn profile in English;
- Transcript of Academic Records\* (*histórico escolar*): it must include the courses taken and grades earned, the course workload, and where and when the courses were taken;
- Bachelor/Undergraduate Diploma\*: at the time of application, and for temporary purposes, the copy of the diploma may be replaced with a statement from the respective school to the effect that the applicant has earned their degree. If approved, however, the applicant must provide a notarized copy (*cópia autenticada*) of the diploma to secure their slot;
- Copy of the ID Card (RG for Brazilians, passport or RMN for foreigners)
- Letter of Introduction: typed in English, with a maximum length of two pages, including: a) the reasons why the applicant believes that s/he is suited for the OneMBA Program; and b) the reasons why the applicant has chosen the OneMBA program.
- Two Letters of Recommendation: in English or in Portuguese, preferably written by an executive to whom the applicant reports or has reported or someone with whom the applicant has strong professional relations;
- **GMAT** (Graduate Management Admission Test) or **Executive Assessment** score.

For additional information or to schedule a test, visit [www.mba.com](http://www.mba.com).

Note 1: the GMAT/Executive assessment result may be delivered until July 31, 2024.

Note 2: the official GMAT/Executive assessment score takes around three (3) weeks to become available once the test is completed.

- Gender Identity Form – annex I
- Applicant with Disability – annex II

\*Applicants who earned their degrees abroad must provide the equivalent documents. Their copies must be accompanied by the respective certified translation (*tradução juramentada*).

### Instructions for Document Submission

Each document must be digitized as a PDF file and uploaded during the application process. The system only accepts files in PDF format.

The size of each file attached for the application process must not exceed **1.5 Megabyte**. Documents with duplex printing (information printed on both sides of the paper) or those that have any note on the back need to be scanned as a single document.

## 2. Letters of Recommendation

At the end of the application form, a box is available with two fields for the applicant to provide the email addresses of two qualified references (individuals) who are professionally acquainted with the applicant and who have agreed to provide a recommendation letter on behalf of the applicant. It is required that at least one of the references be the applicant's direct hierarchical superior. These references may use a template available with the instructions they will receive by email, or they may choose to free-write their letter of recommendation.

Applicants may inform the recommenders that they will receive an email from FGV ([processoseletivo@fgv.br](mailto:processoseletivo@fgv.br)) containing a template letter of recommendation. **Letters can be written either in English, Portuguese or Spanish . The indicated references will have access to the system exclusively to upload their respective letters.**

It is the applicant's responsibility to make sure that the recommenders submit their letters by the deadline specified in the present guide. Applicants may use the application system to check the submission status. If the recommender does not submit the letter of recommendation, the system will report a "letter requested" status; when a recommender has submitted the document, the respective status will change to "letter received".

Applicants may check their application status by accessing <https://processoseletivo.fgv.br/ACOMPANHAMENTO/ONEMB>

### Payment of the Application Fee

The application fee is R\$ 100 (one hundred Brazilian Reais) can be paid using a Bank Payment Slip (*Boleto Bancário*) – for Applicants who hold a CPF (tax number) issued in Brazil – or Credit Card (Mastercard and Visa).

No other forms of payment (e.g., bank deposit) will be accepted, nor will payment after the due date. Bank payment slips may be generated until 6:00 p.m. but payment must be made by no later than 11:59 p.m. of the due date. Please, take notice of your bank's payment hours.

**There will be no refund of the R\$ 100 application fee under any circumstances.**

Applicants will only be able to take part in the admissions process if they have paid the application fee by the due date. Payments after the due date, or in amounts other than that stipulated, or failure to pay the application fee shall automatically exclude applicants from the process.

### Important

Fundação Getulio Vargas shall not be held responsible for applications that are not completed due to communication failures or other technical factors that prevent data transmission, chiefly, but without limitation, on the last day for applications.

By proceeding with their application, applicants fully agree with the rules provided in the present application guide, and no subsequent complaints or appeals will be accepted.

### Fast track for Previously Approved Candidates

Applicants who participated in the admissions process for the OneMBA Class of 2023 (which started in December of 2021) and were approved by the OneMBA Admissions Committee, but did not complete their enrollment in the program, may apply again to enroll on the OneMBA Class of 2026 with a fast-track application, as follows:

1. Complete the application form.
2. Attach an updated CV.
3. Pay the R\$ 100,00 (one hundred reais) application fee.

These candidates will be exempted from uploading the full documentation for the application (considering that the full documentation was already delivered upon the application to the previous selection process) and will be exempted from participating in a new interview with the OneMBA Admissions Committee.

Upon completing the three steps above mentioned, these candidates will be contacted by the program Coordination and given a letter of approval to proceed with their enrollment.

### **PARTICIPATION IN THE ADMISSION PROCESS**

To confirm their participation in the admissions process, applicants must fill the required information, submit the required documentation, and pay the application fee by the end of each application period.

Should an applicant apply and pay the fee during the first (or later) application period but fail to provide the required documentation by that specific application deadline, the applicant will be automatically transferred to the subsequent application period, being subject to that specific early bird discount. The application is only considered completed once all requirements have been met. An applicant who fails to submit the complete set of documentation and pay the application fee until the final application deadline will be excluded from the admissions process of this respective year, even if the payment of the application fee has been made.

### **PERSONAL INTERVIEW**

The OneMBA Admissions Committee will analyze the submitted documentation and will invite to a personal interview the applicants who fit the profile of the program. The interview will be conducted online in English, in a pre-determined date to be agreed upon by the parties.

The admissions process includes an overall assessment of each applicant, based on the documents submitted and their performance at the personal interview with the OneMBA Admissions Committee.

### **ADMISSIONS PROCESS SCHEDULE**

Each application period corresponds to a specific discount on the overall tuition. It is the applicant's responsibility to make sure all required documentation is submitted and the application fee is paid in time to be invited to the personal interview of that application deadline.

|                          | <b>APPLICATION PERIOD</b> | <b>INTERVIEW WITH ADMISSIONS BOARD</b> | <b>RESULTS ANNOUNCED</b> | <b>ENROLLMENT DEADLINE</b> | <b>EARLY BIRD DISCOUNT</b> |
|--------------------------|---------------------------|--|--------------------------|----------------------------|----------------------------|
| 1 <sup>st</sup> Deadline | Nov 15** - Jan 15*        | Jan 23-24                              | Jan 29                   | Feb 06                     | 15%                        |
| 2 <sup>nd</sup> Deadline | Jan 15** – Apr 15*        | Apr 23-24                              | Apr 29                   | May 06                     | 10%                        |
| 3 <sup>rd</sup> Deadline | Apr 15** - Jun 03*        | Jun 11-12                              | Jun 17                   | Jun 21                     | 5%                         |
| 4 <sup>th</sup> Deadline | Jun 03** – Jul 22*        | Jul 30-31                              | Aug 05                   | Aug 12                     | No discount                |

\*until 6pm (BRT) | \*\* after 6pm (BRT)

## **REFUNDABLE SCHOLARSHIP**

Applicants approved in the selection process have the option to apply for a reimbursable scholarship as a means of financial support for their studies. This type of scholarship consists of Refundable Financing. Candidates can request financing from 20% to 50% for the OneMBA program. It's worth noting that the financed portion of this scholarship is subject to the IPCA correction but does not incur interest (juros). If you wish to obtain more detailed information or clarify doubts about the process, we recommend contacting the coordination directly via email: [onemba@fgv.br](mailto:onemba@fgv.br). It is important to mention that approval for the Refundable Scholarship Fund and the respective percentage of financing are discretionary decisions of FGV EAESP.

## **SOCIAL NEED SCHOLARSHIP**

FGV EAESP offers social need scholarships to candidates selected for the OneMBA program whose socio-economic conditions prevent them from being able to afford the full tuition fee. These scholarships are sponsored by FGV EAESP with the objective of expanding access to executive postgraduate programs for minorized segments in the society, whether for economic, ethnic, gender or physical impairment characteristics, promoting diversity and inclusion in the student body. Applicants may request up to 50% of social need scholarship. Approval for a Social Need Scholarship and the respective percentage of discount are discretionary decisions of FGV EAESP.

Applicants who apply for a social need scholarship can also apply for a refundable scholarship.

## **INTEGRATION DAY & LEADERSHIP PIPELINE SESSION**

Participation in the face-to-face sessions below is compulsory.

**September 17, 2024:** (8h-18h) Integration and Socialization (face-to-face)

**September 18, 2024:** (8h-18h) Leadership Pipeline Session (face-to-face)

## **INVESTMENT**

Investment for the OneMBA Class of 2026 will be **R\$180.000,00** (one hundred and eighty thousand Brazilian Reais), paid in up to 24 monthly installments without monetary adjustment for inflation. The amount includes digital learning materials (not including books), lunch (on full days of face-to-face classes at FGV), coffee breaks (on full days of face-to-face classes at FGV) and partial travel expenses\* for the three Global Residencies and the Sustainability Immersion \*\*

Approved applicants will pay, upon their enrollment, the enrollment fee equivalent of one monthly instalment.

After the enrollment fee, the remaining tuition fee may be paid in:

- 1 installment (due upon enrollment), with a discount of 6%
- 3 installments (due in August-2024, January-2025 and June-2025)
- 17 installments (monthly- from August-2024 to December-2025)
- 23 installments (monthly- from August-2024 to June-2026)

The following early-bird discounts will apply on the total amount of the program for applicants approved and enrolled in each enrollment period:

1<sup>st</sup> application deadline: 15% discount (R\$ 153.000,00)

2<sup>nd</sup> application deadline: 10% discount (R\$ 162.000,00)

3<sup>rd</sup> application deadline: 5% discount (R\$ 171.000,00)

4<sup>th</sup> application deadline: full tuition (R\$ 180.000,00)

Additional discounts:

- 10% discount for FGV Alumni who completed a long-term program (minimum of 360 hours).
- 10% discount for candidates who live in other countries and will travel to Brazil to attend the face-to-face activities of the OneMBA program, or who will relocate to Brazil to pursue the OneMBA program.
- Employees of specific companies that are FGV EAESP partners receive a discount. The percentage of such discount varies according to the agreement with each individual partner. To learn more, please write to [admissionoffice@fgv.br](mailto:admissionoffice@fgv.br).

The maximum cumulative discount is 15%.

## **ENROLLMENT**

Approved applicants must provide the following documentation:

### **Brazilian Applicant**

- 1 Profile Picture
- RG (Driver's License will not be accepted).
- CPF (Brazilian tax number)
- Birth Certificate or Marriage Certificate
- Diploma of bachelor's degree. In the case of an undergraduate diploma obtained from foreign institutions, the document must be consularized by the representative office of the destination country (Embassies/Consulates) or apostilled, according to the Hague Convention, and submitted with a sworn translation.
- Transcript of Records – Bachelor program
- Proof of Payment\* – Enrollment Fee (invoice regarding the enrollment fee must be paid prior to the enrollment day, and its receipt must be presented to the Registrar Office).
- Inclusion of Social Name –Form – Gender Identity (annex I)
- Applicant with Disability – Doctor Report (annex II)

### **Foreign Applicant**

- 1 Profile Picture
- RNM (National Registration of Migration)
- Passport
- Birth Certificate or Marriage Certificate
- CPF (Brazilian tax number);
- Diploma of bachelor's degree In the case of an undergraduate diploma obtained from foreign institutions, the document must be consularized by the representative office of the destination country (Embassies/Consulates) or apostilled, according to the Hague Convention, and submitted with a sworn translation.
- Transcript of Academic Records\* (*histórico escolar*) – Bachelor program.
- Proof of Health Insurance – for applicants who are not official residents in Brazil. Valid in the Brazilian territory, for the period of the studies, with a minimum coverage of € 30.000 or USD 42.000 (or unlimited). Students must hand this document upon arrival.
- Proof of Payment\* – Enrollment Fee (invoice regarding the enrollment fee: the invoice must be paid prior to the enrollment day, and its receipt must be presented to the Registrar Office).
- Inclusion of Social Name –Form – Gender Identity (annex I)
- Applicant with Disability – Doctor Report (annex II)



The documents listed below must be digitally signed and are available from the Enrollment link:

- a. Educational Service Agreement;
- b. Completed and signed Enrollment Form;
- c. Signed Declaration of Responsibility;
- d. Social Name Inclusion Form (optional)

The documents submitted during the digital pre-enrollment stage must be presented in their original form before the end of the first academic period of the course for verification of authenticity. Failure to do so will prevent the renewal of enrollment for the subsequent academic period.

A Graduate Program Completion Statement may temporarily serve *in lieu of* a Diploma if the latter is not yet available to the applicant at the time of enrollment.

Foreign applicants or those who graduated abroad must provide equivalent documentation – as per Decree 8.660, dated January 29, 2016, and National Justice Council Resolution 228, dated June 22, 2016, which govern the application, for the purposes of the Judiciary Branch, of the Convention Abolishing the Requirement of Legalization for Foreign Public

Documents, signed on October 05, 1961 – and accredited as per the aforementioned Decree. Documents issued abroad must be “accredited” with the exception of those issued in France, Argentina and other countries not listed under the Convention.

Pursuant to a Ministry of Education MEC/CNE ordinance (Resolution 8, dated Oct/04/2007), graduate degree diplomas issued by foreign higher education establishments shall be declared equivalent to those earned in Brazil and appropriate for the purposes of the Law only after the required re-validation by a certified Brazilian institution.

Authority to process and grant Graduate Degree Diploma re-validations are public universities providing accredited graduate courses in the same domain of knowledge or a similar domain. For the purposes of enrollment, it is recommended that applicants submit a duly revalidated diploma.

Enrollment may be carried out by a duly constituted proxy holding powers granted under a notarized public or private power-of-attorney, granting specific powers to enroll and enter into the Education Services Agreement (individual) and Enrollment Request.

Enrolled students accept academic and financial responsibility for the corresponding subjects for the entire duration of the program, except where they request formal cancellation by means of the appropriate request form before the Secretariat, within the waiver period as per the Education Services Agreement (*Contrato de Prestação de Serviços*).

In the event that the candidate does not access the digital pre-enrollment system to finalize enrollment, uploads documents outside the established deadline, or withdraws, the immediately following candidate on the waiting list may be called.

### **ENROLLMENT CANCELLATION**

In the event of enrollment cancellation in the course, 90% (ninety percent) of the amount paid in the 1st (first) installment will be refunded, provided that the request is formalized via a written request to the FGV SRA- Academic Records Office, no later than 7 (seven) days prior to the start of classes.

Enrollment will be canceled at FGV’s discretion at any time for candidates who use false, fraudulent, or irregular documents and/or information. Under no circumstances will the amounts paid be refunded.

### **Leave of absence**

Once the program classes have started, the student has the right to request a leave of absence (trancamento) from one or two academic semesters. In the case of a leave of absence, the countdown to completion is suspended and resumes at the time of re-enrollment. The leave of absence can have a maximum duration of two years. If the student does not re-enroll within this period, the student will be considered expelled from the OneMBA program and will not have the right to any refund from FGV. The leave of absence does not exempt the student from the continuation of the regular payment of the tuition installments according to the original schedule of payments.

## ANNEX I – GENDER IDENTITY

1. In compliance with the terms of the legislation, Resolution CNE/CP 001 of January 19, 2018, which provides for the right to use a “social name” (as opposed to the birth name), the applicant may submit their request by uploading the formal request (Annex II), according to the program schedule.
2. In case of approval in the Selection Process, the form and the specific documents must be presented at the time of enrollment, as per the program schedule.
3. FGV reserves the right to request, at any time, other supporting documents regarding the request to include a “social name”.

### REQUEST FOR USING “SOCIAL NAME

In compliance to the Resolution CNE/CP 001, January 19, 2018

#### STUDENT:

BIRTH NAME:

SOCIAL NAME:

ENROLLMENT NUMBER:

PROGRAM:

TELEPHONE:

EMAIL:

#### LEGAL REPRESENTATIVE:

TELEPHONE :

EMAIL:

#### DECLARATION:

1. I hereby declare to be aware of the use of my “SOCIAL NAME” in my academic records, according to the Brazilian law in force to date.
2. FGV reserves the right to request, at any time, further documents regarding the use of the “social name”, as well as to take measures to confirm the legitimacy of the information, including approaching the student’s legal representatives/guardians in case the student is under 18 years old.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
date

\_\_\_\_\_  
Student’s Signature

## **ANNEX II – APPLICANT WITH DISABILITIES**

1. Applicants with disabilities or who need specific conditions to the interview must upload a medical report, stating the disability or specific need, by the deadline described in the Schedule (Annex I);
2. The attached medical report must contain exact and reliable information, under penalty of the applicant being eliminated from the application process or having their registration canceled later in the program, for acting against the public faith.
3. It is the applicant responsibility to provide all the information regarding their needs. In the absence of the requested documents, it will implicate on being interviewed in the same conditions as the other applicants.
4. If the approved applicant has the need of specific resources for mobility, class attendance and academic activities, the applicant must formalize their needs through a specific form at the moment of enrollment in the program, attaching a medical report.
5. The treatment to special conditions will be subject to the analysis of the legality, feasibility, and reasonableness of the request.