

EXCHANGE PROGRAM FACT SHEET

Contact

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General Requirements

Students need to be selected and nominated by their Home Institution. All nominations must be sent to FGV EPGE by e-mail.

Language Requirements

All FGV EPGE Programs (Undergraduate, Master and Professional Master) are currently taught in Portuguese. Although no proof of proficiency in Portuguese is required, candidates should be able to communicate in the language in order to be able to follow the programs. Please refer to item **Application Procedure**.

FGV EPGE offers elective courses taught in English at the Undergraduate level.

Nomination Procedure

Partner institutions can send nominations by email to andressa.amaya@fgv.br/ riepge@fgv.br.

For the Spring term (classes from February to mid-July), nominations should be sent until September from the prior year.

For the Fall term (classes from late July/ early August to mid-December), nominations should be sent until April.

Application Procedure

Upon receiving nominations, the International Office will contact the students directly with instructions on how to apply for the Exchange Program. The required application form and documents should be sent to the International Office by e-mail within one month of the first contact with the nominated students. At this stage, nominated students are required to present the following documents:

International Office | FGV EPGE
Praia de Botafogo, 190, 11th floor, Rio de Janeiro – RJ
Phone: +55 21 3799-5594
E-mail: riepge@fgv.br

International Student Application Form (available online);
jpeg file containing recent color photo – white background, clear, good quality, not framed, full face, without sunglasses, hat or other head cover, unless for cultural or religious reasons (the face must not be covered);
Copy of passport containing document's number, expiration date and personal details;
Copy of school's transcript clearly showing the academic level of the student (Bachelor's or Master's). Sometimes it is not easy to identify from the transcript at which level the student is, in which case additional documentation or a letter from the student's advisor/coordinator may be requested;
Resume (students applying for Master's Program only).

International Office will assess all documents. Should any doubts arise, further documents and/or clarifications may be requested from the student or from the International Office from student's Home Institution.

An Acceptance Letter will then be issued, signed by the Coordinator of the Program the student intends to enroll (Bachelor or Masters) and sent by regular mail to the IR Coordinator of the sending institution.

Visa Application

All international students must obtain a student visa to study in Brazil. Above mentioned Acceptance Letter is one of the documents required by the Brazilian Consulate in order to issue a student visa.

For comprehensive information regarding visa application, students should contact the local Brazilian Consulate.

Bachelor's or Master's Enrollment Procedure

After visa is issued, students are required to send further information and documents to EPGE International Office by e-mail:

Copy of passport containing student's visa;
"Requerimento" and "Ficha de Matrícula" – forms containing information to be used by the Academic Registration Office at FGV;
2 original recent color photos (preferably the same photo sent in jpeg format in previous stage) – white background, clear, good quality, not framed, full face, without sunglasses, hat or other head cover, unless for cultural or religious reasons (face must not be covered).
Copy of the insurance policy providing minimum coverage of EUR 30,000 (thirty thousand euros) or US\$ 42.000 (forty two thousand US dollars), for the whole period of the course

chosen, also including posthumous repatriation. Students who fail to provide this document will not be allowed to enroll in courses.

All original documents required in both stages should then be sent to the International Office in order to finalize the enrollment in the Program chosen by the student. The International Office will forward all the documents to the Academic Registration Office for recording and filing. Student Card will be issued and handed to the student at the beginning of the School term.

Information regarding courses to be chosen and corresponding syllabi will be disclosed in a timely manner, as well as the timetable, so that students can select their courses.

Arrival Dates

At least one week before the beginning of classes. EPGE recommends that students attend the Orientation Day organized by the International Office. The date will be informed in advance in order to help students with their travel arrangements.

Federal Police

All foreigners remaining in Brazil for more than 90 days are required to register with the Federal Police within 30 days of their arrival. Documents required for the registration are available here: <http://www.pf.gov.br/servicos-pf/estrangeiro/cedula-de-identidade-de-estrangeiro/registro-de-visto-consular-1>.

Students will be assisted by the International Office in order to fulfil this requirement, if necessary. Upon registration, they will receive a slip from the Federal Police, a copy of which must be provided to FGV EPGE no later than one month after the term begins.

Accommodation

Fundação Getulio Vargas does not have its own housing (residences). Therefore, out-of-town and international students need to seek private accommodation. Although staff at the International Office is not able to find private accommodation on students' behalf and is not responsible for the below websites, it might be helpful to start looking at:

<http://www.easyquarto.com.br>
<https://www.airbnb.com.br>
<http://rio.en.craigslist.org/>
<https://www.facebook.com/REIRJ>

Grading System

Undergraduate Program in Economics:

Grades are assigned on a scale of 0 to 10; 6.0

is the passing grade;

2 exams (evaluations) per semester;

Final grade is the average of these 2 exams;

Students are allowed to take an extra evaluation at the end of the period to replace the lowest grade obtained or an evaluation missed (if a student misses an evaluation without justification, his/her grade will automatically be 0 (zero))

Attendance:

The student fails if his/her attendance by the end of the period is less than 75%.

Master's Programs:

There is not an exact number of evaluations per semester;

Grades are assigned on a scale of 0 to 10;

6.0 is the passing grade;

Final grade is the average of the evaluations;

If a student misses an evaluation without justification, his/her grade will automatically be 0 (zero). A replacement evaluation will be possible at the discretion of his/her professor.

Attendance:

The student fails if his/her attendance by the end of the period is less than 75%.

Workload

Undergraduate Program: each subject may have a workload of 30, 60 or 90 contact hours;

Masters Program: 30 contact hours per course/ subject.

Health Insurance

Students must have complete health insurance coverage for the whole exchange period. Copy of the insurance policy providing minimum coverage of EUR 30,000 (thirty thousand euros) or US\$ 42,000 (forty two thousand US dollars), for the whole period of the course chosen, also including posthumous repatriation, must be presented with other required documents for the enrollment in the program at FGV EPGE. Health insurance for travelers is usually provided by travel agencies from the country of origin. Brazilian health insurance for foreigners is expensive.

Internships

Students wishing to do an internship in Brazil must ensure he/she has obtained a proper internship visa 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.

Living Expenses

It depends on student's lifestyle. However, estimated expenses range from US\$ 1,300 – 1,500 per month.

School Facilities

Library, computer labs, café, restaurant and bookstore.

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 within five minutes walking distance from the school and a bus stop right in front.

About Rio de Janeiro

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

Dress Code

Fundação Getulio Vargas has a very strict dress code. People wearing short skirts, shorts and/or flip-flops will be denied access to the building. Students who fail to comply with this regulation will not be allowed entry into the building under any circumstances.