School Information Sheet

Escola de Administração de Empresas de São Paulo da Fundação Getulio Vargas
SCHOOL Information Sheet

Escola de Administração de Empresas de São Paulo da Fundação Getulio Vargas
FGV-EAESP

Contact people:
Ligia Maura Costa
Associate Dean, International Relations

Paula Mello
Assistant, International Relations

Maria Cecilia Menezes
Assistant, International Relations

Telephone/Fax: +55-11-3281-7762/+55-11-3285-4705
Emails cri@fgvsp.br / paula.mello@fgv.br / maria.cecilia@fgv.br

WWW-address: www.eaesp.fgvsp.br

Deadlines:
Nominations for 2nd semester 2008 (August – December): March
Nominations for the 1st semester 2009 (February – July): September

Required Documents:
An e-mail message from the partner school with name, address, e-mail address and period of exchange. As soon as we have received it, the student will receive a package with acceptance letter and several forms to be filled out.

Study program:
Finance, Economics, Human Resources, Production and Operations, Business Law and Political Sciences, Information Systems

Courses:
Files with courses list will be sent to the students. There are a large variety of courses divided into graduate (MBA, MsC and Diploma Courses, IPM – International Program in Management) and undergraduate courses

Faculties/Colleges:
22 courses are in English, among graduate and undergraduate level, are offered today at FGV-EAESP.
15 more courses may be offered in English at the graduate level, if an international student applies for the course.

Language requirement:
FGV-EAESP does not have a language test requirement. We believe that our partners will select students able to attend our classes in Portuguese, or will only attend classes offered in English.

Language courses:
30 hours Portuguese Language Course is offered for free, at the beginning of each semester (August and February). This course is not mandatory. FGV-EAESP does not give credits for this course.
**Academic/Experience Requirements:**

Students that will attend our MBA classes, must have work experience, as they will work with students from FGV-EAESP that are working in positions as managers, CEO, Directors and so on.

**Learning Expectations:**

Class format is usually based in lectures and seminars and cases. Class participation is strongly encouraged by Faculty Members (usually counts 20% - 30% of final grade). Attendance is mandatory. Size of classes range between 30-50 students.

**Grading:**

Undergraduate and Graduate (Diploma Course, MsC and IPM) grading system:

- Grading is 0 through 10 for MSc, Diploma Course and Undergraduate level
- Final grade is generally based on participation, oral and written presentations, case analyses, and mid-term/ final examinations

Graduate (MBA and IPM):

- Individual course score range from A to D

**Exams:**

Examinations may be conducted in class or, sometimes, be taken home, depending on the course. They are generally performed over the last week of class schedule and generally it is written exam.

Exchange students can do the exam in English, however exchange students should ask the professor authorization in advance to do so.
Term dates for the academic year 2007/2008:

**Calendar**

FGV-EAESP offers semester courses (undergraduate, diploma and MsC courses) and term system (MBA and IPM courses).

**2nd semester 2008/1st semester 2009**

We recommend arriving at least one week before beginning of classes, in order to get used with the City, the neighborhood and FGV-EAESP. The orientation day is mandatory and takes place one day before the first day of class.

**Academic calendar** for the courses based on semester (including final exams):

1st semester: From February to end of June
2nd semester: From early August to mid of December

**Academic calendar** for the courses based on terms, e.g. MBA & IPM (including final exams):

Term 1: early February through early April
Term 2: mid April through mid June
Term 3: early August through early October
Term 4: mid October through mid December

**Living Expenses/Academic expenses:**

<table>
<thead>
<tr>
<th>Description</th>
<th>R$</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing - single room at student’s apartment</td>
<td>800,00</td>
<td>400</td>
</tr>
<tr>
<td>Food</td>
<td>700,00</td>
<td>350</td>
</tr>
<tr>
<td>Transportation(bus ticket- R$ 2.30 and metro- R$ 2.30):</td>
<td>200,00</td>
<td>100</td>
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<tr>
<td>Books and Supplies:</td>
<td>160,00</td>
<td>80</td>
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<tr>
<td>Personal Expenses:</td>
<td>100,00</td>
<td>50</td>
</tr>
<tr>
<td>Total monthly expenses*:</td>
<td>1,960</td>
<td>980</td>
</tr>
</tbody>
</table>

*Prices were based on an exchange rate of US$ 1 = R$ 2. Currency fluctuation is frequent. Students may vary their expenses according to their life style.

**Health insurance:**

Medical Assistance is provided free of charge to all exchange students during the academic term. There is also a clinic and doctor at FGV-EAESP. It is important to mention that this is not insurance, so, students are expected to have an
international insurance

Students **MUST** have a **student visa** in order to register at FGV-EAESP

**Visa:**

All students receive a personal email account. Computer labs are equipped with Microsoft Office, Internet, browsers and printers. They will also receive a message from a buddy before their arrival.

**Student Services:**

**Internships:**

The Placement Office assists exchange students, offering help on how to contact companies that offer internship opportunities during their stay in Brazil. In order to qualify for these services, an application (included in the registration package) should be filled out, attached to a résumé and sent to the International Relations Office, at least one month before arrival.

**Exchange Coordinator Services:**

The International Relations Office of FGV-EAESP is totally involved with exchange students. FGV-EAESP offers an orientation day session (academic orientation and cultural orientation) one day before classes began. This orientation day is mandatory. After that, a cocktail with typical Brazilian food is offered as a was to get together between exchange students and Brazilian students.
WEBSITES

FGV-EAESP  
MBA  
Academic Master  
IPM / International Program in Management  
CEAG / Graduate Diploma Course  
Undergraduate Courses  
CEMS / Community of European Business School  
GV PEC / Executive Education  
OneMBA / International MBA Program  
Faculty  
Research  
CRI / International Relations Office  
Alumni Association  
Press  
Contact  

www.eaesp.fgvsp.br  
www.fgvsp.br/mpa  
www.fgvsp.br/mestrado  
www.fgvsp.br/ipm  
www.fgvsp.br/ceag  
www.fgvsp.br/graduacao  
www.fgvsp.br/cems  
www.fgvsp.br/gvpec  
www.fgvsp.br/onemba  
www.fgvsp.br/faculty  
www.fgvsp.br/pesquisa  
www.fgvsp.br/cri  
www.fgvsp.br/comunidadegv  
www.fgvsp.br/imprensa  
cri@fgvsp.br  
www.fgvsp.br/contact

More information about Courses at FGV-EAESP:

http://eclass.gv.br or http://blackboard.gv.br

login: ep2007

Password: expr2007
FGV-EAESP Conectada com o Mundo

*FGV-EAESP Connected to the World*
Certificações Internacionais

International Accreditations

• AACSB - in 2000, FGV-EAESP was accredited from AACSB Internacional (The Association to Advance Collegiate School of Business), a non profit North-American organization, whose mission is to evaluate and accredit excellence in the Business Administration programs around the world.

• EQUIS (EFMD) - in 2001, FGV-EAESP was accredited from EQUIS, the European Quality Improvement System, a system created by the European Foundation for Management Development (EFMD) to evaluate with international criteria the academic quality of the international business institutions.

• AMBA - in 2004, FGV-EAESP due to its courses - Mestrado Profissional em Administração de Empresas (MPA) and OneMBA was accredited from Association of MBA (AMBA), one of the main associations of creditation in the world.

Certificações Internacionais

• AACSB - em 2000, a FGV-EAESP foi credenciada pelo AACSB Internacional (The Association to Advance Collegiate School of Business), organização norte-americana sem fins lucrativos, que tem como missão promover e reconhecer excelência nos programas de Administração de Empresas.

• EQUIS (EFMD) - em 2001, a FGV-EAESP recebeu outro credenciamento internacional: o EQUIS (European Quality Improvement System), sistema criado pela EFMD (European Foundation for Management Development) para avaliar a qualidade acadêmica de instituições de ensino com critério internacional.

• AMBA - em 2004, os cursos MPA (Mestrado Profissional em Administração de Empresas) e o OneMBA foram certificados pela Association of MBA (AMBA), uma das principais associações de credenciamento de MBAs no mundo.
História da FGV-EAESP

Criada na década de 1950, resultado de esforços conjuntos do governo brasileiro e da comunidade empresarial, e a cooperação da Michigan State University, a FGV-EAESP (Escola de Administração de Empresas de São Paulo da Fundação Getúlio Vargas) veio atender à demanda por uma formação formal em um país que iniciava uma fase de grande expansão econômica através do desenvolvimento industrial.

Desde 1954 que a FGV-EAESP prepara mais do que profissionais; prepara cidadãos com sólidos conhecimentos para enfrentar os desafios de um mundo em constante mudança. Dentre os cursos de graduação e pós-graduação, mais de cem mil pessoas estudaram na FGV-EAESP, adquirindo uma base conceitual de ponta, aliada ao preparo para melhor compreender as realidades político-sociais e, dessa forma, contribuir para o desenvolvimento do Brasil.

FGV-EAESP’s History

Created in the 1950s, as the result of joint efforts of the Brazilian government and the business community, with the cooperation of Michigan State University, FGV-EAESP (Escola de Administração de Empresas de São Paulo da Fundação Getulio Vargas) faced a demand for business education in a country that was outset of a major industrial development phase.

Since 1954, FGV-EAESP has been preparing more than just professionals; it has been preparing citizens with a strong cope to with the challenges of a constantly changing world. Among its undergraduate and graduate programs, more than one hundred thousand people have studied at FGV-EAESP, coupling a cutting edge conceptual background and education for a better understanding of the political and social realities, and thus contributing to Brazil’s development.

FGV-EAESP – Conectada com o mundo

No empenho de formar líderes preparados para atuar no campo da Administração no mercado global, a FGV-EAESP oferece uma grande variedade de atividades internacionais.

A reciprocidade é um fator importante nas relações internacionais mantidas pela escola, por isso, além de gerar oportunidades no exterior para quem faz parte da nossa comunidade, a FGV-EAESP busca atrair o interesse de estrangeiros pelo Brasil, o que resulta em várias parcerias fortes e duradouras com as melhores instituições de ensino no mundo.

A FGV-EAESP é uma das poucas instituições de ensino no mundo que conquistaram a “tríplice coroa”, com os credenciamentos internacionais AACSB (EUA), EQUIS (Europa) e AMBA (EUA).

A FGV-EAESP oferece aos seus alunos e professores diversas oportunidades de aprimoramento acadêmico no exterior. Conheça, a seguir, nossas principais atividades internacionais:

FGV-EAESP Connected to the world

In its endeavor to educate leaders who are prepared to work in the field of Administration in the global market, FGV-EAESP offers a wide range of international activities.

Balance is an important factor in the school’s international relations strategy and, therefore, by creating opportunities abroad for those who are part of our community, FGV-EAESP seeks to attract the interest of foreigners to Brazil, which results in a number of strong and long-lasting partnerships with the world’s best leading institutions.

FGV-EAESP is one of the few institutions awarded the “triple crown”, with its international accreditation from AACSB (USA), EQUIS (Europe) and AMBA (USA).

FGV-EAESP provides students and professors a number of opportunities for academic improvement abroad. Our main international activities are:
Programa de Intercâmbio de Alunos

Students' Exchange Program

Programa de Intercâmbio de Alunos

Baseado na reciprocidade das relações internacionais, o Programa de Intercâmbio oferece aos alunos da FGV-EAESP a oportunidade de cursarem um semestre acadêmico em uma das nossas 80 escolas parceiras.

PIM

PIM - Partnership in International Management – é um consórcio das 53 mais importantes Escolas de Administração do mundo inteiro, para o intercâmbio de alunos durante um semestre ou um ano acadêmico. Desde 1976, a FGV-EAESP faz parte do PIM e, até hoje, é a única escola brasileira a integrar este seletivo grupo de escolas de administração.

Students' Exchange Program

Based on balance, the exchange program provides to FGV-EAESP’s students the opportunity to attend one of the 80 FGV-EAESP’s partner schools during an academic semester.

PIM

PIM - Partnership in International Management – is a consortium of top 53 business schools from around the world that exchanges select students for one academic semester or year. Since 1976, FGV-EAESP is a PIM member and until nowadays is the only Brazilian school.
Acordos de Dupla Titulação
Double Degrees Agreements

The double degree allows students from FGV-EAESP to have their MBA, MsC and PhD degree recognized in Brazil and also in the origin country of FGV-EAESP’s partner institution.

FGV-EAESP has agreements with the following partner schools:

**MBA**
- University of Texas at Austin (United States)
- HEC-Paris (France)
- Universidade Torcuato di Tella (Argentina)
- Universidade Nova de Lisboa (Portugal)

**MSc**
- CEMS/MIM (Alliance of 17 European Business Schools)
- Sciences Po (France)
- Universidade Nova de Lisboa (Portugal)

**MÁSTER SPÉCIALISÉ**
- HEC-Paris (France)

**Ph.D.**
- Instituto de Empresas (Spain)

**CEMS**
CEMS (Community of European Business Schools) is a strategic alliance of leading business schools and multinational companies. CEMS is the leader of global pre-experience Master’s in management, with 26 world-class academic institutions (17 full members and 9 associate members). FGV-EAESP is one of the first associate members to be part of CEMS alliance.
The IPM is fully taught in English by FGV-EAESP’s faculty members over a six month period divided in two modules.

**MODULE I**
- Brazilian Economy
- Financial Management in Banks
- Global Business Management
- Government And Civil Society in The Local Setting: New Approaches To Public Management and Equity
- Internet Business
- Legal Framework for International Business
- Managing People, Managing Psychological Process in Different Cultures
- Politics And Culture in Brazil

**MODULE II**
- Decision Making: Quantitative and Mannering Aspects
- Development & Sustainability
- Negotiation
- Living the Entrepreneurial Challenge
- Marketing in Latin America
- Marketing For Low Income Populations
- Simulation Models In Finance
- Strategy In An International Perspective
- Supply Chain Management
Programas Internacionais de Férias

A FGV-EAESP promove todos os anos, durante as férias acadêmicas, programas de curta duração que constituem em intercâmbios acadêmicos intensivos com algumas de nossas escolas parceiras, tais como a UT-Austin at Texas, Babson College e a HEC Montréal.

Os Programas Internacionais de Férias ampliam as oportunidades dos alunos da FGV-EAESP de estudarem fora do país, conhecerem novas culturas, aprimorarem suas habilidades de negociação, pois as aulas têm foco nos procedimentos, oportunidades e especificidades do mundo dos negócios internacionais.

Foreign Visitors Program

Todos os anos, a FGV-EAESP recebe Docentes, Alunos de Pós-Doutorado e Pesquisadores de várias partes do mundo para seu Foreign Visitors Program, que permite aos participantes passarem um semestre ou um ano acadêmico na FGV-EAESP.

Durante o Foreign Visitors Program os participantes têm a oportunidade de ministrar aulas, realizar pesquisa em conjunto com docentes da FGV-EAESP, entre outras atividades.

GCT

The Global Cultural Transfer Project (GCT) is an international cultural exchange program organized by undergraduate students with the support of the International Relations Office. The idea of the GCT program is to enable students to explore an international experience with undergraduate students of FGV-EAESP partners' schools.

Mais informações: www.dagv.org.br/gct

Foreign Visitors Program

Each year FGV-EAESP hosts Foreign Visiting Scholars, Post Doctoral Scholars and participants from around the world. The Foreign Visitors Program allows participants to spend a full academic semester or a full academic year at FGV-EAESP.

During the Foreign Visitors Program participants may undertake team teaching, joint research alongside to their counterparts at FGV-EAESP, among other activities.

GCT

Global Cultural Transfer é um programa de intercâmbio cultural organizado por estudantes com o apoio da Coordenadoria de Relações Internacionais. O projeto visa estimular estudantes a explorar uma experiência internacional com estudantes das escolas parceiras da FGV-EAESP.

For further information: www.dagv.org.br/gct
SUMAQ

Sumaq is the most forward looking alliance of Ibero-American business schools. Having eight strategic partners in Latin American and Spain is a major asset (knowledge and applied research) and also a very competitive factor for companies and organizations operating in the Spanish and Portuguese Regions of the world.

The Sumaq Alliance comprises 8 business schools from different countries in Europe and Latin America, all leaders in their respective markets. The Sumaq Alliance is the only entity of its kind in the Latin American marketplace that trains corporate leaders, interacts with top-level national decision makers in their respective countries, and prepares corporations for the global economy. Sumaq schools share more than 1,200 experts in executive education, 100,000 alumni in 90 different countries and nine operating campuses.

For further information: www.sumaq.org

SUMAQ

Sumaq é uma aliança visionária de escolas de administração Ibero-Americanas. Ter oito parcerias estratégicas na América Latina e Espanha é uma grande vantagem (conhecimento e pesquisa aplicados) e fator competitivo para empresas e organizações operando nas regiões espanholas e portuguesas do mundo.

A Aliança Sumaq é composta por oito escolas de administração de diferentes países da Europa e da América Latina, todas elas líderes em seus respectivos mercados. A Aliança Sumaq é a única na sua categoria no mercado de trabalho da América Latina que treina líderes corporativos, interage com administradores nacionais de alto nível em seus respectivos países, e prepara empresas para a economia global. As escolas Sumaq compartilham mais de 1,200 especialistas em educação executiva; 100,000 alunos em 90 países diferentes e em 9 campus em atividade.

Mais informações: www.sumaq.org
DBB Program

Termo Concentrado de Inverno
Doing Business in Brazil
Winter Term Course

DBB - Doing Business in Brazil

Doing Business in Brazil – DBB – is a short term program for foreign students. Classes in English, company tours, extra-curricular activities, and personalized assistance from our staff are important components of the DBB program.

The DBB also provides transferable credits for academic purposes since it is composed by 39 hours of lectures, plus three company visits: a Brazilian company, a Multinational company and a financial institution.

Winter Term Course

Every year during winter vacations in Brazil, FGV-EAESP invites professors from international partner schools to give a one month course to FGV-EAESP’s graduate students.

The visitor professor also has the chance to develop a joint research with FGV-EAESP’s professors during the course’s period.

DBB - Doing Business in Brazil


O programa permite ao aluno um conhecimento panorâmico do Brasil em seus aspectos políticos, econômicos, culturais e jurídicos com ênfase na dinâmica dos negócios no Brasil.

Durante o curso, são realizadas três visitas (uma empresa brasileira, uma empresa multinacional e uma instituição financeira) para que os participantes possam vivenciar o que aprendem em sala de aula.

Termo Concentrado de Inverno

Todo o ano no mês de julho a FGV-EAESP convida professores de renomadas escolas parceiras internacionais para ministrem cursos para alunos de pós-graduação durante as férias de inverno no Brasil.

Além de ministrar o curso, o professor também tem a possibilidade de desenvolver pesquisas em conjunto com professores da FGV-EAESP.
<table>
<thead>
<tr>
<th>Category</th>
<th>Website</th>
</tr>
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<tbody>
<tr>
<td>FGV-EAESP</td>
<td><a href="http://www.eaesp.fgvsp.br">www.eaesp.fgvsp.br</a></td>
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<td>MPA-Mestrado Profissional</td>
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<td>Contato</td>
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Welcome to Brazil!

SOME HELPFUL INFORMATION

Welcome to Escola de Administração de Empresas de São Paulo da Fundação Getúlio Vargas (FGV-EAESP)!

Here follows some important information to help you during your stay at FGV-EAESP.
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Escola de Administração de Empresas de São Paulo da
FUNDAÇÃO GETULIO VARGAS

ADDRESS Main Building:
Main entrance:
Av. Nove de Julho, 2029
01313-902 São Paulo SP BRASIL
(In front of the bus stop Getulio Vargas)

Side entrance:
Rua Itapeva, 432
(Close to Trianon-MASP Metro Station)

International Relations Office (CRI):

CRI – Coordenadoria de Relações Internacionais (International Relations Office)
3rd floor – Main Building
Tel.: 55-11-3281-7762/7545 Fax: 55-11-3285-4705
Office hours (Mon – Fri)
11:00 AM – 1:00 PM
2:00 PM – 7:00 PM

International Relations Team:

Prof. Ligia Maura Costa
Associate Dean, International Relations
Email: lmcosta@fgvsp.br

Ms. Paula Mello
Assistant, International Relations
E-mail: pmello@fgvsp.br

Ms. Maria Cecília Menezes
Assistant, International Relations
E-mail: seixas@fgvsp.br

Ms. Aline Abreu e Mr. Lucas Pires
Trainees, International Relations
E-mail: cri@fgv.br

You can count on us!
School Facilities and Student Services

Computer Lab:

- 5th floor

Work time:
During regular period of classes: from Monday to Friday, between 8:00 am to 10:00 pm
Holiday period: from Monday to Friday, between 9:00 am to 6:00 pm

Restaurants and Cafeterias at FGV-EAESP:

- 1st floor – Fast Food Getulio – for public in general
Self service during lunchtime, coffee, juice and sandwiches
- 5th floor – Rockafé – for public in general
Coffee, juice and sandwiches
- 4th floor – Espaço Bohemia – for faculty only
Lunch and cocktail for special events

Library

- 2nd floor EAESP, 1st SS EDESP
Working hours: Monday to Friday, between 8:00 am and 9:45 pm
Saturday (only EAESP), between 9:00 am and 5:45 pm

Medical Assistance at FGV-EAESP (free of charge)

- 5th floor
Open from Monday to Friday, between 7:00 am to 9:00 pm

Note: FGV-EAESP provides to all exchange students Medical Assistance free of charge, to during the academic period in Brazil, however, this is not a Health Insurance.

Student Card

With your ISIC (International Student Identify Card) all movie theaters and museums and many hotels, youth hostels, restaurants and stores offer student discounts. ISIC card can be purchased by mail or in person at many travel agencies and all travel agencies offering student priced fares in the US and in Brazil. You can also purchase your ISIC card at the website http://www.carteiradoestudante.com.br and at STB (Student Travel Bureau).
Another possibility of getting the discounts for students is to use your FGV-EAESP Permanent Access Card.

Forms

Enclosed you will find 4 forms that must be filled out and sent to the International Relations Office:

Form 1: Personal and Contact Information and academic profile
Form 2: Release and Indemnification Agreement
Form 3: Portuguese Course (free of charge)
Form 4: Internship
ORIENTATION SECTION
An orientation week for all exchange students is held during the first week of classes. It consists of course
advising, an introduction to FGV-EAESP (overview of the School, introduction to the Career Placement Office
services, explanations about the Portuguese Classes, Medical Assistance, Confirmation of Registration,
Permanent Access Card, etc.), a tour in the School and Karl Boedecker Library and a cultural adaptation
meeting.

LANGUAGE COURSE
A Portuguese Language Course is provided by FGV-EAESP previously to the beginning of regular classes.
Spring Semester: mid January and Fall Semester: mid July
Students should send their applications (Form 4) as soon as possible.
No fee required.

INTERNSHIPS
The Career Placement Office (CECOP) at FGV-EAESP can assist exchange students to obtain an internship. The
CECOP can help you to contact companies that offer internship opportunities during your stay in Brazil. In order to
qualify for this service, please fill out an application (Form 5) and attach your CV (résumé), and sent to the
International Relations Office till December 1s for the students who are coming in the Spring Semester and June 1 for
the student who are coming in the Fall Semester.

APPLICATION & REGISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Nomination Deadline</th>
<th>Registration Material Mailed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate, IPM Academic Masters and Diploma Course (CEAG) – equivalent to an executive MBA</td>
<td>1st semester (Spring Term): From February to the end of June</td>
<td>October 1st</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>2nd semester (Fall Term): From August to the beginning of December</td>
<td>May 1st</td>
<td>June</td>
</tr>
<tr>
<td>MBA</td>
<td>Term 1: late January through April</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term 2: mid April through June</td>
<td>Terms 1 and 2: October 1st</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Term 3: early August to October</td>
<td>Terms 3 and 4: May 1st</td>
<td>June</td>
</tr>
<tr>
<td></td>
<td>Term 4: mid October through December</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COURSE INFORMATION

| Classes          | ♦ Lectures and seminars  
|                 | ♦ Case Method           
|                 | ♦ Active class participation is strongly encouraged (usually 20%-30% of final grade) |
| Class Size      | ♦ 20-50 students       |
| Grading         | ♦ Grading is 0 to 10   
|                 | ♦ Final grade is generally based on participation, oral and written presentations, case analyses, and mid-term and final examinations |
| Course Load     | ♦ A minimum workload of 3 courses is recommended. |
| Examinations    | ♦ Examinations can be done in class or sometimes as take-home, depending on the course. They are generally given in the last week of Class. |

ACADEMIC DEPARTMENTS

- Management and Human Resources (ADM)  
- Accounting and Finance (CFC)  
- Social and Legal Foundations of Administration (FSI)  
- Quantitative Methods and Information Systems (IMQ)  
- Marketing (MCD)  
- Economics (PAE)  
- Production and Management Sciences (POI)  

REGISTRATION FOR CLASSES

MBA and Academic Masters
Registration occurs after arrival in São Paulo. Students will receive material in advance and have to choose classes upon arrival.

Undergraduate, IPM and Diploma Course – CEAG (Graduate level)
Registration occurs before arrival in São Paulo. Students will receive a message with a code and a password, in order to access courses information on the Internet, which will be offered during the semester and also, information about registration procedure.

NOTE: Masters and MBA students can also choose classes from CEAG (Diploma Course).

International Program in Management - IPM

Module 1 – 8 classes of 2 credits each (1’40)

Finances Management in Banks  
Politics and Culture in Brazil  
Brazilian Economy  
Managing People, Managing Psychological Process in different cultures  
Global Business Management  
Legal Frameworks for International Business  
Government and Civil Society in the Local Setting: New Approaches to Public Management and Equity  
Internet Business
Module 2 – 8 classes of 2 credits each (1’40)

Decision Making: Quantitative and Behavior aspects
Global Supply Chain Management
Entrepreneurship in Brazil
Marketing for Low Income Consumers
Marketing in Latin America
Strategy In a Latin American Perspective
Simulation Models in Finance
Development & Sustainability

Note:
✓ The school intends to increase the number of courses taught in English
✓ Most faculty members allow students to take tests or turn in papers in English
✓ Students fluent in Spanish should not have difficulties learning Portuguese
✓ Short Term Courses (Summer Programs) of 3 credits each - “Doing Business in Brazil” and “International Winter Term in July” – are also available in English.

DOCUMENTATION

Visa Requirements

Every exchange student is required to have a student visa. The Letter of Acceptance enclosed in the welcome package (the Certificate sent by the International Relations Office) must be presented at the Brazilian Consulate in your country before leaving.

After Arrival

✓ POLÍCIA FEDERAL (to get the RNE – Registro Nacional de Estrangeiro)

In order to enroll at the FGV-EAESP as an exchange student, students MUST obtain a student visa! Students with student visa must register with the “Polícia Federal” at São Paulo within 30 days of your arrival in Brazil. Policia Federal is located at Rua Hugo D’Antola, 95 close to the Piqueri Bridge Ponte do Piqueri.
Open from Monday to Friday, 8:00 am – 2:00 pm

You must bring with you the following items at time of registration:
(1) Original Passport
(2) Copy of Passport (except the white pages), Notarized by Brazilian Authorities (Cartórios):
   Note: There is an office that notarizes copies of passports at Alameda Santos, 1470 (parallel to Paulista Avenue – 10 minutes walking from FGV-EAESP)
(3) Student Visa Application Form (signed by Brazilian Consulate or Embassy)
(4) 2 Photos (3x4) in a white ground: pictures can be taken at any photo service booths located on Paulista Avenue or near the Polícia Federal

(5) 02 sets of forms called “GRU-Guia de Recolhimento”, which can be downloaded at http://www.dpf.gov.br

**Unidade Arrecadadora**: you have to choose “SP- Superintendência Regional do Estado de São Paulo”

And then type the following two codes in different forms:
- 140120 – carteira de estrangeiro 1ª via;
- 140082 – registro de estrangeiros / restabelecimento de registro.
- These two forms must be completed and submitted to any Bank for its payment and the Bank will then give you the “GRU” receipt
- Information to fulfill the form:
  - Full name and telephone
  - CPF (which is a Brazilian document) or if you don’t have it you can use the following code “000.000.001/91”
  - “Receita Federal” code: 008-6 (R$) and 012-4 (R$) one code for each set form
  - “Unidade Arrecadadora” code: 027-2

(6) “Registration Form” from the Polícia Federal which must be completed

(7) All Visa Documents received from the Brazilian Consulate in your country

You should keep a copy of the protocol received from de PF with a copy of your passport. It proves that you are legal in Brazil.

✔ ** RECEITA FEDERAL (to get the CPF – not mandatory)**

The CPF (Cadastro de Pessoa Física) is the registration for contributors in Brazil, something similar to the security number in USA. This document is required in order to open a bank account (see handy telephone numbers) or to by a cell phone for example.

**Address**: Av. Prestes Maia, 733 - near to “Luz” Metro Station. It is open from Monday to Friday between 8:00 am to 4:00 pm. Ask for a CPF for student.

You should submit the following documents:
- Passport
- Address proof
- Your RNE (proof that you are going to receive at Polícia Federal)

✔ **DETRAN (to get a driving license – not mandatory)**

**Procedure:**
- Nobody else can do it instead of you. Except for the authorized forwarding agents or a legal mandatory.
- Original and a copy of your valid driving license from your home country.
- Original and a copy of your RNE. This will be used as a proof of your legal permanence in Brazil.
- Driving license translated by a public notarized translator or by the Consulate of your country.
- Original and a copy of address proof.
- Submit these documents at “Setor de Atendimento ao Estrangeiro” (4º floor - main building “prédio principal”).

PS: - You will receive a driving license valid for 6 months and it can be renovated, as many times it is necessary.
- If your driving license is about to be expired, you'll be able to do the medical and psychotechnic exam at any clinic authorized by DETRAN, or at DETRAN’s main building (3rd floor).
- If you have the International Driving License (valid), and you are a tourist or a temporary in Brazil, it'll be free of charge. You only have to go to the “Setor de Atendimento ao Estrangeiro” and submit all the documents informed above.

<table>
<thead>
<tr>
<th>Detran São Paulo (to get information about procedures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Av. Pedro Álvares Cabral, 1301 – Parque Ibirapuera – 9º andar</td>
</tr>
<tr>
<td>Telephone 55 (11) 3889-3140 / 3889-3141 / 3889-3237 or on the web <a href="http://www.detran.sp.gov.br/">http://www.detran.sp.gov.br/</a></td>
</tr>
</tbody>
</table>

Working hours: “Setor de Atendimento ao Estrangeiro” - Monday to Friday from 8:00 am to 5:00 pm.

STUDENT LIFE

ACCOMODATION

Exchange students can choose to live in apartment flats nearby FGV. The apartment flats are fully furnished with cable TV and one bedroom, which also accommodate 2 people. Housekeeping and 24-hour security services are provided. Other services that the flats offer are laundry services, covered parking, room service, pool, sauna, bar, and a coffee shop. Stores such as pharmacies and barbershops are located nearby (see Some Helpful “Housing” Information). Note: These flats do not belong to FGV-EAESP, they are common flats around FGV-EAESP.

Living with Brazilians is another alternative that provides an excellent opportunity for intense language and cultural exchange. For those wanting to live with Brazilian students, many options are available, ranging from students living by themselves or with a host family (see Some Helpful “Housing” Information).

The OKUPE (http://www.okupe.net) system deals with accommodation for a lot of FGV Students. They have a special e-mail for foreign exchange students: cri-fgv@okupe.net. We also recommend that you contact people on the list as soon as you can in order to have more options. Renting your own apartment in São Paulo is feasible, but presents some difficulties related to documentation and deposits to be paid.

Estimated Costs at São Paulo

<table>
<thead>
<tr>
<th>Description</th>
<th>R$</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing nearby – single room at student’s apartment (monthly)</td>
<td>700</td>
<td>400</td>
</tr>
<tr>
<td>Food ²</td>
<td>400</td>
<td>225</td>
</tr>
<tr>
<td>Transportation (bus and metro ticket - R$ 2,30)</td>
<td>140</td>
<td>79</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>170</td>
<td>96</td>
</tr>
<tr>
<td>Others Expenses</td>
<td>200</td>
<td>112</td>
</tr>
<tr>
<td>Total monthly expenses</td>
<td>1610</td>
<td>912</td>
</tr>
</tbody>
</table>

¹ Prices were based on an exchange rate of US$ 1 = R$ 1.77. Currency fluctuation is frequent.
² This number will vary depending on how often you eat out. São Paulo has a multitude of restaurants with different price ranges. A grocery store provides a more economic option.
GENERAL INFORMATION

BUDDY

FGV-EAESP students voluntarily register at the International Relations Office to be a Buddy for the exchange students. One of them will contact you by e-mail and he/she will be able to help you out with tips for registration, how to go to Policia Federal, where to stay, and life in São Paulo etc.

ARRIVING IN SÃO PAULO

Have a look at the following website to have an idea about São Paulo:
http://www.visitesaopaulo.com/?lang=en

How do I get from the airport to town?
All international flights to Sao Paulo stop in the Cumbica International Airport, in Guarulhos (an industrial suburb at the Great Sao Paulo), which is located 19 miles (30 kilometers) from the centre of town. In light traffic the journey will take approximately 45 minutes, however you should allow extra time, as light traffic is rare.

There are numerous bus companies including the EMTU-SP executivo buses that run between the airport and the downtown, which cost around R$ 16,50. The line to get to GV is 1 – Circuito dos Hotéis Paulista / Augusta - Guarulhos (Airport Bus Service - http://www.airportbusservice.com.br/1v), leaving every 35 minutes, phone: 55 11 6445 2505.


A regular taxi will cost about R$ 63,00 around US$ 35.00 (taxi company Guarucoop – phone 55 11 6445 3552).
Note: EMTU-SP and taxi are payable in reais or credit card
Currency fluctuations are frequent. Exchange rate has been US$1=R$ 1,77

FGV-EAESP is located close to Trianon-Masp Metro station, but it is not possible to take the Metro from the airport.
http://www.metro.sp.gov.br/ingles/index.asp

Quick links:


There is no subway line from the Airport to the city of São Paulo

SÃO PAULO

Please find enclosed a link to the New York times where you can find an interesting article about the city of São Paulo and what to do when you are here.
MONEY - CURRENCY EXCHANGE (CAMBIO)

The Brazilian currency is the REAL. Notes come in the following denominations: 100, 50, 20, 10, 5, 2 and 1 real. Coins come as follows: 1 real and 50, 25, 10, 5, and 1 centavo. Note that unlike neighboring countries, Brazil is not “dollarised”—don’t expect to pay for taxis, meals and so forth in anything but the local currency, the REAL.

In the airport, several foreign exchange booths and banks offer a reasonable rate, swapping American dollars for Brazilian reais. Alternatively, try the ATMs around the co-op taxi desks, which allow you to make cash withdrawals on international credit cards. Banks usually open Mon to Fri from 9am to 4:00pm. ATMs are dotted throughout the city. Travelers with US dollars in cash or traveler checks will not have any problem purchasing the Brazilian currency, the real. (Amex office’s address to exchange American Express traveler’s cheques: Av. Paulista, 2300 - Lj. 6 entrance: Rua Haddock Lobo, 400)

All foreign exchange booths and banks exchange US dollars, either cash or traveler checks, and a limited number of banks and booths exchange Euro.

- Credit cards are widely accepted which include American Express, Diners Club, Master Card and Visa.
- Citicorp and Bank Itaú have bank machines, which allow for cash transactions for bank and credit cards on the Master Card or Cirrus system (Citicorp has a limited number of bank machines in the city, but Itaú bank machines can be found everywhere).
- Bradesco and Banespa bank machines permit transactions using Visa debit and credit cards

COMMUNICATION (to call abroad from São Paulo)

International phone calls:

Dial 00 followed by a company access code – Country code – State code – Number

- **Brazilians companies access codes (international)**
  - Embratel: 21
  - Intelig: 23
  - Telefónica: 15

- **Brazilians companies access codes (national)**
  - Embratel: 21
  - Intelig: 23
  - Telefónica: 15

- Embratel Information and collect calls
  0800-7032100
• TELEFONICA® Telephone Company located at:
  Rua Martins Fontes, 50 – open Mon – Friday, 8:30 am – 6:00 pm
  Rua Cincinato Braga, 144 – open Mon – Friday, 8:30 am – 8:00 pm
  Saturday, Sunday and Holidays from 8:30 am – 5:00 pm

<table>
<thead>
<tr>
<th>Handy telephone numbers</th>
<th>Telefone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acidentes de Trânsito (Car accident)</td>
<td>194</td>
</tr>
<tr>
<td>Corpo de Bombeiros (Fire department)</td>
<td>193</td>
</tr>
<tr>
<td>CRI – Internacional Relations Office</td>
<td>(11) 3281-7762</td>
</tr>
<tr>
<td>Delegacia (Police station)</td>
<td>147</td>
</tr>
<tr>
<td>DETRAN (Driving license)</td>
<td>1514</td>
</tr>
<tr>
<td>Disque Saúde (Dial Health)</td>
<td>1520</td>
</tr>
<tr>
<td>Farmácia de Plantão (Drugstore on duty)</td>
<td>136</td>
</tr>
<tr>
<td>Local telephone information</td>
<td>102</td>
</tr>
<tr>
<td>Long distance call information</td>
<td>101</td>
</tr>
<tr>
<td>Meteorologia (Meteorologist)</td>
<td>132</td>
</tr>
<tr>
<td>Polícia Militar (Police)</td>
<td>190</td>
</tr>
<tr>
<td>Pronto Socorro (Municipal first aid and ambulance)</td>
<td>192</td>
</tr>
<tr>
<td>International telephone information</td>
<td>000 333</td>
</tr>
<tr>
<td>Receita Federal/Federal Revenue</td>
<td>146</td>
</tr>
<tr>
<td>Taxi on Duty (for the city of São Paulo)</td>
<td>(11) 3251-1733</td>
</tr>
<tr>
<td>Subway - Information Center</td>
<td>(11) 3371-7274</td>
</tr>
</tbody>
</table>

MAIL

The post offices (Correios) are open from 9:00 am to 5:00 pm, Monday through Friday and some of them also open on Saturday from 8:00 am to 12 am. Post offices are located in all major shopping centers and in most residential areas. There is also a post office at FGV (CEDECOM), right at the 2nd floor.

<table>
<thead>
<tr>
<th>Correios</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City of São Paulo</td>
<td>3646-0159</td>
</tr>
<tr>
<td>Others cities at the state of São Paulo</td>
<td>0800-560159</td>
</tr>
</tbody>
</table>

International express mail is available through Federal Express and DHL
- Mail Boxes Rua Oscar Freire, 953 – Jardins Phone: 55 11 8510214
- DHL Rua da Consolação, 2721 Phone: 55 11 38522152
BANK

Banks are open from 11:00 am to 4:00 pm, Monday through Friday.

It is easy to open a bank account at any bank if you have in hands your CPF and a letter of FGV-EAESP certifying that you are an exchange student.

Documents required:
- RNE (Registration at Polícia Federal)
- CPF (Registration at Receita Federal)
- Your passport and a copy
- Address proof
- Letter from FGV

FOOD

Inexpensive as well as very expensive restaurants can be found throughout the city, but if you don’t want to cook everyday the most inexpensive way to eat is at FGV-EAESP restaurants and cafeterias or in Restaurantes por quilo, which means that the restaurant charge by what your food ways with stated price per gram.

Both meat and fresh fruit and vegetable prices are relatively lower than prices for comparative foods in other countries. Imported foods, both perishable and non-perishable, are usually more expensive than national brands.

SAFETY

The main business and nightlife streets in Sao Paulo are not much more risky than their equivalents in big cities like London or New York, provided you take the obvious precautions. Violent crimes against tourists or foreign visitors are extremely rare; Brazil is also politically stable with no natural enemies and no terrorist activities. However, you must be careful with pickpockets on the streets and robbery in crowded places. Always leave travelers’ checks, passports, air tickets and the like in the hotel safe deposit box. Visitors should however carry some form of ID, such as a photocopy of their passports, with them at all times.

Safety Dos and Don’ts

Don’t (DO NOT)....
- put your wallet in your back pocket or the outside pocket of a bag
- walk in unlit areas at night
- wear flashy jewellery in the street, even if it is fake
- take more money than you need when you go out
- leave your bags unattended

Do....
- put your money, passport and ticket in the safe deposit box of your hotel
- ask policemen for help if you need it
- ask your hotel for information. They know most of the answers
- call on your Consulate for help if you have a serious problem