



SCHOOL OF INTERNATIONAL  
RELATIONS



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# Welcome Booklet

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# SNAPSHOT FGV



**Top private  
university in  
Brazil**

Guia do Estudante



**5000+  
undergraduate  
students**



**2500+  
postgraduate  
students**



**3 best-ranked  
courses in the  
country**

MEC/IGC 2017



**70 Research  
Centres**



**Over 50  
student  
organisations**



**3rd best  
think tank in  
the world**

Global Go To Think  
Tank Index 2020



**3rd best  
managed think  
tank in the world**

Global Go To Think  
Tank Index 2020



**Campi in São  
Paulo, Rio de  
Janeiro and  
Brasília**

FGV is comprised of Schools of International Relations, Economics, Public and Business Administration, Law, Mathematics and Social Sciences spread out across its 3 campi.

# School of International Relations

FUNDAÇÃO GETULIO VARGAS  
ESCOLA DE ADMINISTRAÇÃO DE EMPRESAS  
DE SÃO PAULO

# School of International Relations (FGV RI)

The School of International Relations seeks to offer an undergraduate experience unlike any other in Brazil. At FGV, students will go through a rigorous training in theory, but will also engage in with applied topics such as Economics, Data Science, Risk Analysis and Impact Evaluation.

This prepares our students for professional experiences in a wide range of global careers, thus being highly competitive and producing real social impact. By the end of their degree, graduates are qualified to perform activities which include, but are not limited to, analyses of political and economic scenarios, project management, producing and managing large data bases and interpreting statistics and data. The School is also a hub for public conversation on topics ranging from international security to democracy and social change in Brazil.

## Addresses and Contact Information

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### **FGV RI Campus (Campus Paulista)**

Avenida Paulista, 548  
Bela Vista, São Paulo - SP  
CEP: 01310-000

### **Administrative Office**

Avenida Paulista, 542, 4º andar  
Bela Vista, São Paulo - SP  
CEP: 01310-000  
Telefone: 11 3799-2360  
E-mail: ri@fgv.br

### **Main FGV Campus in São Paulo**

Avenida Nove de Julho, 2029  
Bela Vista, São Paulo - SP  
CEP: 01313-902

### **International Office**

Avenida Paulista, 542, 4º andar  
Bela Vista, São Paulo - SP  
CEP: 01310-000  
E-mail: io.ri@fgv.br

# School Services

## International Office



At FGV, each School has their own International Office. The International Office at FGV RI is the first stop for foreign students and is prepared to assist in any matters that may arise. It is also responsible for managing international partnerships.

## Career Center



The Career Center helps students meet professionals from different areas. In our regular "Career Talks" we invite professionals from NGOs, the public and private sectors, consulting firms and international organisations. The Career Center also helps students prepare internship and job applications for graduate programmes abroad.

## Academic Records Office



The Academic Records Office (SRA) is responsible for students registration, enrollment in courses and for issuing transcripts of records.

## Mental Health Clinic



Pró-Saúde is a mental health counselling service provided free of charge for students. They have psychologists that work with international students on an as-needed-basis. FGV RI students can also have mental health care through the Emotional and Pedagogical Support Program (PAEP).

## Health Clinic



FGV's Health Clinic has a doctor on-call basis during commercial hours to assist with minor ailments.

The operating language of FGV's administrative departments is Portuguese

# School Facilities



Study room  
Avenida Paulista, 548



Classroom  
Avenida Paulista, 548



Library  
Avenida 9 de julho, 2029



Living space  
Avenida 9 de julho, 2029



Conference room  
Avenida 9 de julho, 2029



COLAB  
Avenida 9 de julho, 2029



Book store  
Avenida 9 de julho, 2029



Sports court  
Avenida 9 de julho, 2029



Noble hall  
Avenida 9 de julho, 2029



College reception  
Avenida 9 de julho, 2029



Bike rack  
Avenida 9 de julho, 2029



Courtyard  
Avenida 9 de julho, 2029



# Academic Information

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# Core Curriculum

1st Semester	2nd Semester	3rd Semester	4th Semester
Introduction to IR	IR Theory I: War and Peace	Probability and Statistics	International Political Economy
Introduction to Economics	Microeconomics	IR Theory II: International Institutions and Norms	IR Theory III: Transnational Governance
Mathematical Methods I	Mathematica Methods II	International Law	Econometrics and Causal Inference
International History	International Political Philosophy	Macroeconomics	Professional Skills Workshop
English for IR	Professional Skills Workshop	Professional Skills Workshop	Professional Skills Workshop
5th Semester	6th Semester	7th Semester	8th Semester
Game Theory Applied to IR	Comparative Politics	Research Design Strategies	Advanced Topics in IR
International Development	Theory of IR V: Normative Theories	Optional* Courses	
Theory of IR IV: International Security	Optional* Courses		
Contemporary Brazilian Foreign Policy	Optional Professional Skills Workshop		
Optional** Modules			

\* You can find a full list of courses [here](#)

## Rules and Regulations

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The rules and regulations of FGV RI also apply to you, international exchange student. Ignorance of these rules does not exempt students from complying with them.

FGV RI rules and regulations are in the document named Undergraduate Academic Rules and Regulations (Regulamento da Graduação), which is available on [Intranet](#).

Deadlines must be checked in the Academic Calendar.

## Exams and Passing Grades

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The grading scale is from 0 (zero) to 10 (ten) and the minimum passing grade is 6 (six). The grades will be based on participation, written essays, exams and other activities established by the professor.

If the student is unable to attend the regular exam, she/he must request a Special Exams - 2nd Call through [Aluno Online \(Serviços / Solicitação de Serviços / 2ª Chamada de Prova \(por não comparecimento\)\)](#). The deadline to request Special Exams is informed in the Academic Calendar of the respective year.

## Revision of Grade

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The students can request revision of final exams grades through [Aluno Online Serviços / Solicitação de Serviços / Revisão de Nota e Exibição de Prova Final](#) (informing the course whose final exam grade you request revision). The deadline to request grade revision is informed in the Academic Calendar of the respective year.

## Absences

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The minimum attendance is 75% of classes of each course you will take. Personal issues must be handled within the 25% of absences allowed, including Federal Police appointment to obtain your CRNM.

Absence allowances must be requested through Aluno Online (Serviços > Solicitação de Serviços > Outras Solicitações) upon presentation of justification and corresponding certificate if that is the case. The request will be submitted to the Head of Undergraduate Program for analysis and may be approved or rejected.

You can check your absences on Aluno Online (Acadêmico / Notas e Frequência).

## Cancellation and drop out of courses

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The cancellation of enrollment in a course must be requested through Aluno Online (Serviços > Solicitação de serviços > Outras Solicitações (in this field you will inform the name of the course you want to cancel and the reason).

Students can drop out of courses they are taking until one day before the first evaluation activity of the course. It must be requested through Aluno Online (Serviços > Solicitação de serviços > Outras Solicitações (in this field you will inform the name of the course you want to drop and the reason).

## Transcripts of Records

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FGV RI will send student's transcript of records to their home university at the end of the semester. The transcripts of records are issued only in Portuguese by FGV's Academic Records Office. The students can also request the document through Aluno Online (Serviços > Solicitação de Serviços > Histórico Escolar) or (Aluno Online/Acadêmico/ Levantamento acadêmico).

## Certificate of Enrollment

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Students can request a Certificate of Enrollment through Aluno Online (Serviços / Solicitação de serviços / Declaração de matrícula (inglês).

## FGV Online Platforms

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There are three important online platforms to be accessed by the students.

On **Aluno Online** you will have access to your schedules and your grades. In addition, this is also the platform where you can request services from the Academic Records Office, such as your electronic Transcript of Records, and multiple services regarding exams and absence allowance.

On **E-class** you will have access to all the class content shared by your professors, in addition to being the space where you will upload designated assignments.

On **Intranet** you can find information about undergraduate program regulations, institutional documents and other aspects related to the undergraduate program.

If you need assistance regarding access to these platforms, please contact FGV IT Department (**TIC**). TIC offers support only in Portuguese and directly to students.

You can find contact information for in person assistance [here](#) and for remote assistance [here](#).

## Student-led Organizations

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Fundação Getulio Vargas has a variety of student-led organizations dedicated to a great number of initiatives.

There are two main student-led organizations related to exchange students reception: **GV Welcomes** and **CARI**.

**GV Welcomes** - GV Welcomes is a student nucleus that aims to welcome and assist FGV-SP exchange students in their transition to São Paulo and Brazil. The organization is available to help with housing and documentation issues and also with the integration and presentation of the city and the Brazilian culture.

**CARI** - The Academic Center for International Relations is the school's student representative body. Its objective is to represent the student body in front of the coordination through the communication of collective demands and before other student organizations, both inside and outside FGV. It seeks to enrich the undergraduate experience by bringing academic opportunities beyond those offered by the School and promoting a more welcoming environment through integration initiatives among students.

There are also organizations that offer consultancy to small business and third sector associations; there are also sports and reading club organizations. International exchange students from FGV RI are welcome to join these organizations. Please note that some of them have a selection process for some of the positions and for this reason, it is important to check the possibilities with the intended organization.

You can find a list of FGV RI student-led organizations [here](#).

## Students Responsibilities and Recommendations

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Even as an international exchange student, there are certain responsibilities that are expected of you during your study period at FGV RI. In this sense, be aware that you must:

- Plan your class schedule, paying attention to issues such as time zone.
- Get informed with your professors about how classes will be conducted.
- Find out about attendance scheduling, asynchronous activities and assessments.

In addition, there are some recommendations that we would like to share to you:

- Pay close attention to your inbox. The main channel of communication from FGV RI will be the e-mail. Check your spam box regularly, as sometimes messages from @fgv.br are sent there.
- Do not hesitate to contact FGV RI. It is important that we have an open communication, so that we are aware of your concerns and are able to assist you.
- Pay close attention to the procedures and deadline to be informed. Most of the procedures involve more than one department and lateness in one deadline can cause disturbance in all of the following processes.

# Travelling to Brazil

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## Travel Requirements

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It is of utmost importance to check the rules and requirements to be complied with in relation to international travel, ensuring what will be necessary to be done and/or presented to the authorities.

Any doubts on this issue should be resolved directly with the competent authorities and bodies, through Brazilian representations abroad and/ or other responsible parties.

## Federal Police Registration

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All foreigners who hold a temporary visa and whose stay in the country is longer than 3 (three months) must register with the Federal Police to obtain a CRNM (Carteira de Registro Nacional Migratório), which is an identity card for foreigners. Registration must be done within 90 (ninety) days after entering the country at one of the offices of the Federal Police.

To do this is necessary to make an appointment on the website of the Federal Police and pay registration fees. A guide on the Federal Police registration is available [here](#).

It is highly recommended to read the guide before traveling to Brazil so that it is possible to see all the necessary documentation to be presented and, if necessary, to bring part of it abroad - such as the Visa Application Form, to be generated during the process of suing the visa.

It is important to note that all the information presented was taken from the Federal Police website and FGV cannot be held responsible for any changes in the procedure. Failure to register with the Federal Police will result in a fine and/or possible expulsion from Brazil.

Payment of any fine resulting from failure to meet the requirements is entirely the student's responsibility.



# Living in São Paulo

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DE SÃO PAULO

# Life in São Paulo



São Paulo is the epicenter of art, culture and finances not only in Brazil but also in Latin America. Starting out as small mission post in 1554 under Portuguese colonial rule, São Paulo has blossomed into Brazil's major metropolis and the largest city in the Southern Hemisphere, becoming international synonym with modernity and innovation.



Extensive public transport and mobility infrastructure with easy access to all main regions.



Endless entertainment activities from museums to a vibrant and diverse nightlife.



Affordable living and ease in finding possibilities through apps and online services.



Multiple academic and professional experiences in all sectors.



Possibility to engage in volunteering and other socially-oriented endeavours.



Over 100 countries represented in its immigration history.

## Housing

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Fundação Getúlio Vargas does not have its own housing (residences); therefore international students will need to seek private accommodation.

Fundação Getúlio Vargas has a partnership with ULiving, a British company that specializes in developments geared towards housing for students and visiting professors. ULiving provides furnished apartments for mid and long term stay (e.g. six months' exchange) with complete infrastructure, with competitive prices.

ULiving São Paulo is located in Jardins, a noble and safe neighborhood in São Paulo and very close to the FGV. The region also has many markets, restaurants and a subway station. It's only 10 minutes walking from FGV RI - or 13 minutes by car and 6 by bike.

By choosing to live in FGV's official housing, you get exclusive benefits such as

- 5% tuition discount
- 80% booking fee discount
- 70% reduction of the Damage Deposit amount

### Useful links for Housing opportunities

- Roomgo (<https://www.roomgo.com.br/>)

A well-known website for those seeking to rent a room in São Paulo.

- Airbnb (<https://www.airbnb.com.br/>)

A well-known website for those seeking accommodation in São Paulo.

- Webquarto (<https://www.webquarto.com.br/>)

- Housi (<https://housi.com/>)

- For traditional rental, which will likely require signing a tenancy agreement:

<https://www.zapimoveis.com.br/>

<https://www.quintoandar.com.br/>

<https://www.vivareal.com.br/>

## Subway (Metrô)

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The subway is a fast and good quality transport, being a good option for moving around the city.

It is possible to check information about the lines and fares on [São Paulo Metrô website](#).

To be able to pay half of public transport fees it is necessary to hold a SPTrans Card (Bilhete Único). Students must request the SPTrans Card through Aluno Online (Serviços/ Solicitações de Serviços/ Bilhete Transporte - SPTrans/EMTU (cartão bom). International students must have a CRNM to be able to request SPTrans Card.

## Taxis and Mobility Apps

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Taxis in São Paulo are plentiful and you can hail the regular taxis (white cars) on the streets or book them by phone. Fares are payable in accordance with the meter, which shows the precise fare to be paid in local currency. When paying, it is customary to round up the fare to the nearest real.

It is also common to use mobility apps, such as 99 and Uber to hail private transportation on a cheaper rate. It is recommended to keep in mind your destination and a possible route so that it is possible to follow the trajectory of the displacement.

## Buses

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Bus lines are extensive and it is recommend to check the bus number beforehand, as well as its itinerary. It is possible to check information on the lines and itineraries on [SPTrans website](#).

## Personal Security Advice

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### Emergency Phone Numbers

Tourist Police: +55 (11) 3257-4475

Ambulance: 192

Police: 190

Fire Department: 193

Levels of crime and violence can be high, especially in major cities; therefore, it is important to be vigilant, especially when going out after dark. Nevertheless, the vast majority of visits in São Paulo take place without incidents.

Below are suggestions of some precautions to take during the stay in the city:

- Avoid carrying large quantities of cash and valuable objects (expensive cameras, etc.).
- Brazilian law requires that everyone carry identification at all times. It is advisable not to carry your original passport with you, but, rather, have a copy of the main pages (number, identification and visa, if any).
- Beware of pickpockets, particularly on public transport and on beaches.
- Do not leave personal belongings unattended.
- Avoid using expensive-looking jewelry.
- In the unlikely event that you are threatened, hand over whatever you are carrying immediately.
- Do not walk alone on the streets when it is dark or at any time in deserted areas.

In the occurrence of a security-related event, it is possible to contact the Tourist Police (DEATUR – Delegacia Especializada em Atendimento ao Turista) to register a police report (Boletim de Ocorrência–BO). The unit is located at Rua da Cantareira, 390 - Centra

## Other Information


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**Portuguese Language Courses** - FGV RI does not offer Portuguese Language Courses but FGV RI may have partnerships with Portuguese Language Schools that offer paid Portuguese courses. If that is the case you will receive information regarding Portuguese Language Courses by the beginning of the semester. You can also ask for this information to [io.fi@fgv.br](mailto:io.fi@fgv.br).


# SCHOOL OF INTERNATIONAL RELATIONS


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 [ri.fgv.br](http://ri.fgv.br)

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 [@fgvri](https://twitter.com/fgvri)