

**Procedure for Requesting Reference Letters from M. Ufuk Çağlayan**  
**Last Updated: December 9, 2012**

1. If you are applying for graduate study (MS, PhD or first MS then PhD), you may request a reference letter in paper form or may request your reference information plus possibly a reference letter to be uploaded to a web based reference system. Most of the rules below are the same for both.
2. No reference letters (not even bad ones..!?) will be given for those who are applying for MBA program, immediately following BS/MS graduation.
3. No reference letters (not even bad ones..!?) will be given for those who are attending the same level program in our department, that is, do not request a letter for another MS/PhD program if you are already an MS/PhD student in our department.
4. Properly fill all the fields of the **Reference Letter (RL)** Request Form, which is available at my web page in .doc and .pdf formats. **An incomplete RL Request Form will simply be thrown away..!**
5. If you want your reference information plus possibly a reference letter to be uploaded to a web based reference system or if the university that you apply requires such a method of reference entry, then you must still fill all the fields of the **Reference Letter (RL)** Request Form. Also, all significant information about me as referee (see 9 below) must be entered to the web based reference system. I will receive an email from the web based reference system, then I will write your reference letter and upload it only if you have fulfilled all the requirements.
6. Plan ahead..! RL's in paper form will be returned to you at least a week later. Similarly for web based reference systems.
7. You have to donate at least 500 A4 size papers (*bir top*) for every one-to-three RL's for our use in NETLAB (we always have a shortage of paper..!). You must also do this if your RL's are entered into a web based RL system. You must deliver your donation when you submit your **RL Request Form** to me (yani kağıtlar peşin..!), not after your reference letters have been written.
8. In case you request RL's in paper, make sure that you also submit one envelope per RL to me. All envelopes must contain the addresses of the sender which is me and the addresses of the recipient which is the university you are applying for and also the statement "REFERENCE LETTER FOR:" and your names and lastname in the lower left corner of the envelope.
9. In case the university you are applying for has special reference letter forms, fill in all information related to me on the original reference letter forms, except the date and the signature. The information you need is given below

Organization : Boğaziçi University  
Department : Department of Computer Engineering  
Position : Professor  
Address : Bebek, Istanbul, Turkey 34342  
Tel : +90 (212) 359 6698  
Fax : +90 (212) 287 2461  
E-mail : [caglayan@boun.edu.tr](mailto:caglayan@boun.edu.tr)

10. When you come to pick your RL's, you will have to lick (you may bring a goat if you are applying to too many universities or buy envelopes that self-stick) and seal the envelopes yourself, then M. Ufuk Çağlayan will sign the envelopes to complete the procedure.
11. Requesting an RL implies that you have read this procedure completely and accepted its terms and conditions, which also include that you give a party at Netlab with Venus's cakes and beverages after you receive an acceptance letter from one of the candidate organizations (universities, companies) for your graduate study, scholarship, summer training position, etc.