

Department of Biochemistry and Biomedical Sciences

Procedure for the Request of a Reference Letter for Dr. Felicia Vulcu

This procedure must be followed to request a reference letter from Dr. Felicia Vulcu.

1. All requests and inquiries must be submitted through the Undergraduate Administrator (bbsug@mcmaster.ca or HSC 1H6).
2. You must submit your request **no less than 4 weeks** before the due date.
3. You may request a maximum of 4 letters total, per academic year.
4. You must include in your request
 - a. FIPPA Disclosure form*
 - b. Reference Letter Request form*
 - c. Any additional forms, with APPLICANT areas COMPLETED
 - d. Submission type indicated on form (electronic vs. hard copy)
5. You must submit your request via hardcopy (HSC 1H6) or email (bbsug@mcmaster.ca). **If all the required documents and information are not included in your submission, your request will not be processed. If the reference letter is to be submitted by mail, the mailing address MUST be included. If the reference is to be submitted online the online portal must be accessible at the time of your request.**
6. Requests will be prioritized on a first come, first served basis. You may submit a request at anytime and it will be kept in queue.
7. Please inform Felicia if you no longer require a reference you have previously requested. Failure to do so may result in a refusal to complete future reference letters.
8. Your attachments CANNOT exceed 1Mb.
9. This procedure applies only to Dr. Vulcu, please contact other faculty members directly to inquire about reference letters.

*Reference Letter Request forms and the FIPPA Disclosure form can be found on the Biochemistry Undergraduate website:

<https://healthsci.mcmaster.ca/biochem/education/undergraduate/forms-and-procedures>.