



Health Professions Office
 Nelson Biological Laboratories, Room A207
 Rutgers, The State University of New Jersey
 604 Allison Road
 Piscataway, NJ 08854-8082

www.lifesci.rutgers.edu/hpo
 hpo@biology.rutgers.edu
 Phone: 732/445-5667
 Fax: 732/445-6341

RELEASE FORM FOR HEALTH PROFESSIONS PACKET & LETTERS OF EVALUATION

Last Name	First Name	RU ID#	AAMC ID# / Letter ID#*
Email	Phone Number	Class Year	

Attention Reapplicants **who were interviewed by the HPO in a past application cycle:**

If you submit an addendum to your autobiography **with** a new letter, your committee statement will be reviewed for an update. While it is highly recommended to send something new, it will briefly hold up the processing of your letters.

Do you wish to have an update?	Yes	No	
If yes, have you submitted the new material listed above?	Yes	No	
If your MCAT scores were weak, did you retake the test?	Yes, date _____	No	Not applicable, my MCAT scores were fine.

HPO Procedures Pertaining to the Compilation and Release of Letters of Recommendation:

- With the sole exception of MD/PhD programs, we do not customize packets per school.
- While students may request particular letters, the letters which comprise each mailing are ultimately selected by the faculty/staff of the HPO.
- Without exception, letters are mailed by the HPO Staff; **letters are never given to students.**
- All student recommendation letters must be received before an interview or mailing. Students are expected to submit a complete list of all the schools to which they are applying. All releases are handled on a first-come/first-serve basis.
- Normally, there is about a week's lag between the receipt of a student's release and the actual release of student materials; however, at our busiest times (July through December) there may be a longer wait.
- Faxing is not a confidential means of transmission, and some schools will not accept a fax.
- It is the student's responsibility to submit release forms to this office in sufficient time to meet deadlines.
- **Letters of recommendation are never used for employment.**

HPO Processing Fees which offset the submittal cost and support the activities of the HPO:

- Normal Processing: Fees are assessed based upon the mode of transit. Please see the boxes below for specific fees.
- Expedited Processing: If your material must be faxed, there is an additional \$5.00 fee per school or program.

A) The following schools participate in Virtual Evals, and material to these schools is transmitted electronically. There is one \$50.00 flat fee for any and all school(s) checked in this box (regardless of how many are selected).

AMCAS Letter Program

- Duke University School of Medicine
- LSU School of Medicine - Shreveport
- LSU School of Medicine - New Orleans
- Sackler School of Medicine, NY State Program
- St. George's School of Medicine
- TMSAS (Texas Application Service)**
- ** TMSAS Number Required: _____**
- Trinity School of Medicine
- U of North Dakota School of Medicine & Health Sciences

B) The following schools do not participate in Virtual Evals, and material to these schools must be mailed. For these schools, there is a \$5.00/school processing fee.

Please check the box next to the school(s) to which you are applying AND use the back of this form to write the current mailing address.

- Universidad Central del Caribe
- U of Puerto Rico School of Medicine

I certify that I have already submitted my application, and I am ready to have my letters sent out as soon as possible. Nothing else is pending (including additional letters or the HPO interview).

Signature _____ Date _____

2011-2012