



**DENTAL SCHOOL RELEASE FORM
 FOR HEALTH PROFESSIONS PACKET & LETTERS OF EVALUATION**

2011-2012

| | | | |
|-----------|--------------|------------|----------|
| _____ | _____ | _____ | _____ |
| Last Name | First Name | RU ID# | AADSAS # |
| _____ | | _____ | _____ |
| 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 DAT scores were weak, did you retake the test? | Yes, date _____ | No | Not applicable, my DAT scores were fine. |

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

- 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.
- Note: 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.
- 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:

- There is a flat, \$50.00 processing fee for material submitted electronically to AADSAS:
 - DC AADSAS (all but the 4 schools listed below)
- There is a \$5.00 per school processing fee for each school which does not participate in AADSAS; please indicate the non-AADSAS schools to which you are applying:

| | | | |
|-----------------------------|----------------------------------|-----------------------------|-------------------|
| <input type="checkbox"/> GA | Medical College of Georgia (211) | <input type="checkbox"/> MS | Mississippi (228) |
| <input type="checkbox"/> LA | Louisiana State (220) | <input type="checkbox"/> TN | Tennessee (249) |
- If your material must be faxed, there is an additional \$5.00 fee per school or program.

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 _____