



RELEASE FORM FOR LETTERS OF EVALUATION For ODASIS PROGRAMS

2
0
1
1
-
2
0
1
2

Last Name	First Name	RU ID#
Home Address		Date
City	State	Zip Code
College		E-mail

Packets are compiled and disseminated for each student according to the procedures set forth by the HPO. We do not customize packets per school/program. The letters which comprise each packet are selected by the faculty/staff of the HPO. Without exception, letters are processed by the HPO staff; letters are never given to students.

Students are expected to submit a complete list of all the schools/programs to which they are applying. Copies will only be sent once a term to the office; regardless of the program(s) to which you are applying.

Do not release your material until all your letters have arrived. If an additional letter is received after an the initial mailing, and the student would like it to be mailed, there will be a charge (see below).

Students need to know that it is not always possible to release student materials immediately. In addition, the HPO does not normally FAX student material as it is not a confidential means of transmission. Normally there is about a week's delay; however, at our busiest times (July through December) there may be a longer wait. **It is the student's responsibility to submit release forms to this office in sufficient time to meet deadlines.** All materials are handled on a first-come/first-serve basis.

Note: Letters of recommendation are never used for employment.

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

1. All Rutgers/UMDNJ undergraduate research/internship/scholarship programs are free.
2. There is a \$5.00 per letter, per copy fee for additional letters.

Please check off all that apply. Note: this must be an all-inclusive list. We will only send material once per term.

- Access Med
- Biomedical Careers Program

Signature _____ Date _____