



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# AACOMAS ID#

E-mail 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:

- 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).

- | | |
|---|---|
| <input type="checkbox"/> Arizona College of Osteopathic Medicine | <input type="checkbox"/> Pacific Northwest University of Health Sciences |
| <input type="checkbox"/> A T Still U. Kirksville College of Osteopathic Medicine | <input type="checkbox"/> Philadelphia College of Osteopathic Medicine |
| <input type="checkbox"/> A T Still U. Arizona College of Osteopathic Medicine | <input type="checkbox"/> Philadelphia College of Osteopathic Medicine - Georgia |
| <input type="checkbox"/> Chicago College of Osteopathic Medicine -Midwestern U. | <input type="checkbox"/> Pikeville College School of Osteopathic Medicine |
| <input type="checkbox"/> Des Moines U. College of Osteopathic Medicine | <input type="checkbox"/> Rocky Vista College of Osteopathic Medicine |
| <input type="checkbox"/> Edward Via Virginia College of Osteopathic Medicine | <input type="checkbox"/> Touro U College of Osteopathic Medicine - New York |
| <input type="checkbox"/> Kansas City University of Medicine & Biosciences | <input type="checkbox"/> Touro U College of Osteopathic Medicine - California |
| <input type="checkbox"/> Lake Erie College of Osteopathic Medicine - Bradenton | <input type="checkbox"/> Touro U College of Osteopathic Medicine - Nevada |
| <input type="checkbox"/> Lake Erie College of Osteopathic Medicine - Pennsylvania | <input type="checkbox"/> UMDNJ - School of Osteopathic Medicine |
| <input type="checkbox"/> Lincoln Memorial U. Debusk College of Medicine | <input type="checkbox"/> U of New England College of Osteopathic Medicine |
| <input type="checkbox"/> NY College of Osteopathic Medicine of NYIT | <input type="checkbox"/> U of North Texas Health Science Center-Texas COM |
| <input type="checkbox"/> Nova Southeastern College of Osteopathic Medicine | <input type="checkbox"/> *This school requires a TMDSAS number: _____ |
| <input type="checkbox"/> Ohio University College of Osteopathic Medicine | <input type="checkbox"/> West Virginia School of Osteopathic Medicine |
| <input type="checkbox"/> Oklahoma State Center for Health Sciences Col of Osteo Med. | <input type="checkbox"/> Western University Col of Osteopathic Med of the Pacific |
| | <input type="checkbox"/> William Carey College of Osteopathic Medicine |

B) There is a \$5.00 processing fee **for the school** which does not participate in VirtualEvals: Michigan St U Col of Osteo

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