



RELEASE FORM FOR HEALTH PROFESSIONS PACKET & LETTERS OF EVALUATION To Individual Schools/Programs

2010-2011

Last Name	First Name	RU ID#
Email	Phone Number	Class Year

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

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.

- There is a \$50.00 fee for every program type (foreign medical, chiropractic, podiatric, pharmacy, physician assistant, physical therapy, or graduate) **which does use an electronic service** (regardless of the number of individual schools).
- There is a \$5.00 per school fee for every school (foreign medical, chiropractic, podiatric, pharmacy, physician assistant, physical therapy, or graduate) **which doesn't use an electronic service** and requires the material be mailed.
- If your material must be faxed, there is an additional \$5.00 fee per school or program.
- All Rutgers undergraduate research/internship/scholarship programs are free.

Please list schools with complete addresses on back of this page.

