



RELEASE FORM

For Health Professions Packet & Letters of Evaluation To Optometry Schools

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

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 September) 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 flat \$60.00 processing for material sent to OPTOMCAS
 DC OPTOMCAS_____

Please note: This form is to be used only by those Optometry Applicants who are having a Committee Interview. The HPO cannot send regular letters to OPTOMCAS.

Signature_____ Date_____

2017 - 2018



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