RELEASE FORM
For Health Professions Packet & Letters of Evaluation

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>RU ID#</th>
<th>AAMC ID#/Letter ID#</th>
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Email                           Phone Number | Class Year

Attention Reapplicants who were already 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 a possible update.
Go to the HPO website (hpo.rutgers.edu) for the new Update to Committee Statement Request Form.

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 should 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:
- 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) Letters to the following programs are sent electronically. There is one $50.00 non-refundable flat fee for any and all schools checked in this box (regardless of how many are selected).
   - AMCAS Letter Program- most medical schools except for the following:
     - LSU School of Medicine – Shreveport
     - Ponce School of Medicine
     - Sackler School of Medicine, NY State Program
     - San Juan Bautista School of Medicine
     - St. George’s University School of Medicine
     - TMDSAS number required

B) Letters to all other programs (including foreign medical schools) are sent through the U.S. Mail. For these schools, there is a $5.00/school processing fee. Use the General Release Form, available on the HPO website in the Form Repository.

I certify that I have already submitted my application, and I am ready to have my letters sent out as soon as possible.

Signature _________________________________ Date ______________