



Health Professions Office
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RELEASE FORM

For Health Professions Packet & Letters Of Evaluation

Last Name	First Name	RU ID#	AAMC ID#/Letter ID#
Email	Phone Number	Class Year	

2017-2018

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:

- 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 sent by the HPO Staff. **Letters are never given to students.**
- All student recommendation letters should be received before an interview or release. All releases are handled on a first-come/first-served basis.
- Please allow **at least two weeks** between the receipt of a student's release form 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.
- **If additional letters are received after releasing your letters, students need to send an email to the HPO (hpo@biology.rutgers.edu) requesting that additional letters be added to AMCAS.**
- Letters of recommendation are never used for employment.

HPO Processing Fees 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 AMCAS are sent electronically. There is one **\$60.00 non-refundable** fee to have your letters sent to AMCAS.

AMCAS Letter Program- most medical schools.

TMDSAS # _____

*If your school is **not** listed on AMCAS, you must use the General Release Form to have your letters mailed.*

B) Letters to all other programs (including foreign medical schools & those **not** included on AMCAS) are sent through the U.S. Mail or verifiable email. For these schools, there is a \$5.00 processing fee per school.

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 _____