



DENTAL SCHOOL RELEASE FORM
 For Health Professions Packet & Letters of Evaluation

2017-2018

_____	_____	_____	_____
Last Name	First Name	RU ID#	AADSAS #
_____	_____	_____	_____
Email	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.

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 mailed by the HPO Staff; **letters are never given to students.**
- All student recommendation letters must be received before an interview or mailing. 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.
- Note: 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.
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- **Letters of recommendation are never used for employment.**
- [Once your letters are uploaded to the dental website, we cannot add any new letters!](#)

HPO Processing Fees offset the submittal cost and support the activities of the HPO:

- There is a flat, \$60.00 **non-refundable** processing fee for material submitted electronically to AADSAS:
 AADSAS TMDSAS # _____
- If your material must be faxed, there is an additional \$5.00 fee per school or program.

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 _____