



Health Professions Office
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RELEASE FORM

For Health Professions Packet & Letters Of Evaluation

_____	_____	_____	_____
Last Name	First Name	RU ID#	AACOMAS ID#
_____		_____	_____
E-mail	Phone Number	Class Year	

2
0
1
7
-
2
0
1
8

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 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:

- While students may request particular letters, the letters which comprise each packet 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 a release form is submitted. **You will not be able to add letters later.** All releases are handled on a first-come/first-served basis.
- **Please allow at least four weeks** between handing in your release form and the actual release of your letters; 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 offset the submittal cost and support the activities of the HPO:

- Normal Processing: *There is a **\$60.00 non-refundable fee** for electronic transmission of letters to the AACOMAS Portal. **If your school does not use the AACOMAS Portal, we will mail or email your packet (to a verifiable email address) for an additional fee of \$5.00/per school. Use the General Release Form for schools not using the AACOMAS Portal.***
- Expedited Processing: If your material must be faxed, there is an additional \$5.00 fee per school or program.

- Please send my letters to the AACOMAS Portal. **I have given AACOMAS a deadline of at least 4 weeks.**
- Please send my letters to TMDAS # _____

I certify that I have already submitted my application, and I am ready to have my letters sent out as soon as possible. I understand that once I release these letters, no additional letters can be added to the AACOMAS Portal.

Signature _____ Date _____