



RELEASE FORM FOR HEALTH PROFESSIONS PACKET & LETTERS OF EVALUATION To Individual Schools/Programs

2017-2018

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

Packets are compiled and disseminated for each student according to the procedures set forth by the HPO. With the sole exception of MD/PhD programs, we do not customize packets per school. The letters which comprise each packet are selected by the faculty/staff of the HPO. Without exception, letters are mailed by the HPO staff; letters are never given to students.

Students need to know that it is not always possible to release student materials immediately. In addition, the HPO does not normally FAX student material as it is not a confidential means of transmission. Normally there is about a week's delay; however, at our busiest times (July through December) there may be a longer wait. **It is the student's responsibility to submit release forms to this office in sufficient time to meet deadlines.** All materials are handled on a first-come/first-serve basis.

Please include the complete address to all school and research/internships programs. **Note: Letters of recommendation are never used for employment.**

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

- There is a \$5.00 **non-refundable** per school fee for every school or program via US Mail or email. Note: For email delivery we require a verifiable address at an educational or research institution. All such requests require a minimum of 3 business days to process and send.
- If your material must be faxed, there is an additional \$5.00 **non-refundable** fee per school or program

Please list schools with complete address on back of page



Please list the school name with the complete address (use as many lines as you need)

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Total Fee: _____

Date _____

Signature _____