RELEASE FORM
For Health Professions Packet & Letters of Evaluation

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<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 received a committee statement in the previous cycle: You must apply for an update to your committee statement.
Go to the HPO website (hpo.rutgers.edu) for the new Update to Committee Statement Request Form and instructions.

HPO procedures and policies for the compilation and release of letter packets:
- We do not customize packets for individual schools.
- 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 recommendation letters should be received and visible in your HPOdrome account before signing the release form.
- Release forms are processed on a first-come/first-served basis.
- Please allow at least two weeks between submitting this form and the actual release of letters. During 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@dls.rutgers.edu) requesting that additional letters be added to AMCAS.
- Letters of recommendation submitted to the HPO 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 ___________