# RELEASE FORM

For Health Professions Packet & Letters of Evaluation

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>RU ID#</th>
<th>AAMC ID#/Letter ID#</th>
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<tr>
<th>Email</th>
<th>Phone Number</th>
<th>Class Year</th>
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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.

<table>
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<tr>
<th>A) Letters to AMCAS are sent electronically. There is one <strong>$60.00 non-refundable</strong> fee to have your letters sent to AMCAS.</th>
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<td>□ AMCAS Letter Program- most medical schools.</td>
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<td>□ TMDSAS #______________</td>
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*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.*

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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 ____________