



Health Professions Office
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DENTAL SCHOOL RELEASE FORM

For Health Professions Packet & Letters of Evaluation

2018-2019

Last Name First Name RU ID# AADSAS #

Email Phone Number Class Year

Attention reapplicants **who received a committee letter from the HPO in a past application 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 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 should be received 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.
- **Letters of recommendation submitted to the HPO may not be 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 _____