



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	

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 this release form. **You will not be able to add letters later.**
- Release forms are processed on a first-come/first-served basis.
- **Please note: AACOMAS asks for a date by which letters of recommendation will be submitted. Please make sure the date you give AACOMAS is at least 4 weeks after the date you submit this form to the HPO.**
- 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 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 after I submit this form.**

Please send my letters to TMDSAS # _____

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 _____

2018-2019