



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

2018 - 2019

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

### 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.

### 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)

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8. \_\_\_\_\_  
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Total Fee: \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_