# RELEASE FORM

For Health Professions Office & Letters Of Evaluation  
To Podiatry Schools

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<th>RU ID#</th>
<th>Podiatric ID#</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 mailing 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.
- 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:

- There is a $5.00 **non-refundable** per school fee for every school or program using 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 addresses on back of this page.