



Podiatry

RELEASE FORM

For Health Professions Office & Letters Of Evaluation To Podiatry Schools

2018-2019

_____	_____	_____	_____
Last Name	First Name	RU ID#	Podiatric ID#
_____	_____	_____	_____
Email	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 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.



Please list the school name with the complete address (use as many lines as you need)

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Total Fee: _____

Date _____

Signature _____