



Health Professions Office
 Nelson Biological Laboratories, Room A207
 Rutgers, The State University of New Jersey
 604 Allison Road
 Piscataway, NJ 08854-8082

<http://hpo.rutgers.edu/>
 hpo@dls.rutgers.edu
 Phone: 848/445-5667
 Fax: 732/445-6341

RELEASE FORM

For Letters of Evaluation to Allopathic Medical Schools

_____	_____	_____	_____ / _____
Last Name	First Name	RU ID#	AAMC ID# / Letter ID#
_____		_____	_____
Email	Phone Number	Class Year	

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 and will remain confidential. If a medical school requests specific information when you are completing the secondary application, please email us a screenshot and we will provide you the necessary information.
- 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 2-4 weeks** between submitting this form and the actual release of letters. During our busiest times (July through September) there may be a **longer wait**.
- 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: Fees are assessed based upon the mode of transit. Please see the boxes below for specific fees.

A) Letters to AMCAS are sent electronically. There is one **\$60.00 non-refundable** fee to have your letters sent to AMCAS.

- AMCAS Letter Program-** most medical schools.
- TMSAS # _____ (if applicable)

*If your school is **not** listed on AMCAS, you must use the General Release Form to have your letters emailed/mailed.*

B) Letters to all other programs (including foreign medical schools & those **not** included on AMCAS) are sent through the U.S. Mail or verifiable email. For these schools, there is a \$5.00 processing fee per school.

Use the General Release Form, available on the HPO website under HPO Forms.

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 _____

2022-2023