



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

DENTAL SCHOOL RELEASE FORM For Letters of Evaluation

2023-2024

_____	_____	_____	_____
Last Name	First Name	RU ID#	AADSAS #
_____	_____	_____	_____
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 dental 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 HPO 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 (June through August) 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 may not be used for employment.
- Once your letters are uploaded to the dental website, we cannot add any new letters!

HPO processing fees offset the submittal cost and support the activities of the HPO:

- There is a flat, **\$65.00 non-refundable** processing fee for material submitted electronically to AADSAS. :
☐ AADSAS ☐ TMDSAS # _____ (if applicable)

*I certify that I have already submitted my application, and I grant permission 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 AADSAS.***

Signature _____

Date _____