



DENTAL SCHOOL RELEASE FORM For Letters of Evaluation

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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 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 student recommendation letters should be received 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**.
- 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 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

<ul style="list-style-type: none"> • There is a flat, \$60.00 non-refundable processing fee for material submitted electronically to AADSAS. : <input type="checkbox"/> AADSAS <input type="checkbox"/> TMDSAS # _____ (if applicable) • If your material must be faxed, there is an additional \$5.00 fee per school or program.

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 _____