



RELEASE FORM

For Letters of Evaluation to Osteopathic Medical Schools

_____	_____	_____	_____
Last Name	First Name	RU ID#	AACOMAS ID#
_____	_____	_____	_____
E-mail	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 this release form. You will not be able to add letters later.**
- Release forms are processed on a first-come/first-served basis.
- **Please note: AACOMAS asks for a date by which letters of recommendation will be submitted. Please make sure the date you give AACOMAS is at least 4 weeks after the date you submit this form to the HPO.**
- 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 AACOMAS are sent electronically. There is one **\$60.00 non-refundable** fee to have your letters sent to AACOMAS.

AACOMAS Portal - *Letters by Liaison*

TMDSAS # _____ (if applicable)

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

B) Letters to all other programs (including foreign medical schools & those **not** included on AACOMAS) 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. I understand that once I release these letters, no additional letters can be added to the AACOMAS Portal.

Signature _____ Date _____

