

**When available, you should always submit ID numbers with your HPO release form!**

## Carefully Complete Your Application

- Follow the instructions !! Manuals are available to download or reference.
- Check your application for typos and grammatical errors. You do not want to give the impression that you do sloppy work.

Students who wish to have their personal statements (not the autobiography) reviewed before submission of their application should meet with Mindy O'Mealia in Career Services. Make an appointment early so that you have time to follow up, once you have implemented suggested revisions.

### Follow Up

Once your primary and secondary applications are submitted, you may want to follow up with updates, etc. with the admissions offices of individual schools, unless they have specific policies that prevent or discourage that. Many schools like to hear from you and know that you are interested but you have to be careful not to be a nuisance. Remain professional but not insistent. For both AMCAS & AACOMAS, your letters will be coming from:  
**First name: Health Professions**  
**Last name: Office**

## HPO INSTRUCTIONS REGARDING THE PROCESSING OF LETTERS OF RECOMMENDATION FOR STUDENTS APPLYING THIS CYCLE

The HPO staff have seen tens of thousands of letters over the years. We know that some are more pertinent than others; some will carry more weight than others; some are redundant; some are irrelevant; some are never received. Additionally, we know that most of the letters are confidential. We feel that all letters should be reviewed first so that the most supportive letters are forwarded; therefore, **we strongly urge all students to refrain from taking the option of listing your evaluators on any application form. You should be listing the Health Professions Office as your "Primary Author/Contact", with hpo@dls.rutgers.edu as the email (even if you are not having an HPO committee interview).**

### AMCAS

The Health Professions Office uses the AMCAS Letter Writer Application to process both "Letter Packets" which only contain letters of recommendation **OR** "Committee Letter/Statements" which contain a committee statement & letters of recommendation.

### AACOMAS

The HPO uses the AACOMAS portal to process both "Letter Packets" **and** "Committee Letter/Statements." If you are not having an interview, you may still have a "Letter Packet" sent. If you are having an interview, you will have a "Committee Letter/State-

ment" sent. This statement will include supporting letters of recommendation.

It is extremely difficult for the HPO to send additional letters to AACOMAS; therefore, it is very important to make sure everything has arrived **before** signing our release form.

### AADSAS

All dental applicants must list "**Health Professions Office**" as your primary contact with **hpo@dls.rutgers.edu** for the email address (similar to above). If you list anyone else, your name will not appear on our AADSAS list of applicants, and we will not be able to upload your letters. Do not list the letters individually. This service requires that you to answer the question "Are you requesting a committee evaluation?" Only choose "Yes" if you have been approved for an HPO Committee Interview. The "Committee Letter" will contain a committee statement and selected letters of recommendation on file in the HPO. Choose "No" if you are NOT having a committee interview. The letter packet will only contain selected letters of recommendation on file in the HPO. When assigning a deadline on AADSAS, please select a date at least four weeks between handing in your DMD release form and the actual release of your letters.

**IMPORTANT:** It is extremely difficult for the HPO to send additional letters to AADSAS; therefore, it is very important to make sure everything has arrived before signing our release form.

### AACPMAS

Letters are released to podiatry schools via snail mail. The Podiatry release form can be found on the HPO website in the HPO Forms link.

### SOPHAS, PHARMCAS and CASPA

These centralized application services provide letter processing services. They require the applicant to submit the email of your instructors who have agreed to write on your behalf. They will then contact your instructor with forms unique to their application. Your instructors will then mail the completed forms and their comments to the centralized application service. This arrangement is strictly between you and your instructor; there is no HPO involvement. In this case, it is actually counter-productive to have letters sent to the HPO because we cannot process them on behalf of your instructors.

If you are considering an application to one of these health professional schools, we strongly recommend that you do a little research now.

### Graduate Schools

A completed HPO general release form is mandatory for any release and the HPO will **not** send letters electronically to services like apply\_yourself or Interfolio... We only send letters directly to the schools.

**Failure to follow these instructions will result in having to re-do your application!**

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### ***DURING THE SUMMER:***

#### **Institutional Action**

**Both AMCAS and AADSAS ask if you were EVER the recipient of ANY institutional action by any college or medical school (see page 19 of the AMCAS Instruction Manual). Before you begin your medical/dental or other application, check with the Office of Student Conduct to make sure that any sanctions against you have been satisfied and remember that, even if the sanctions have been satisfied, you need to report on your application. See an advisor if you have specific questions.**

#### **Check the Status of Letters of Recommendation**

Current students may access this information through the HPOdrome which is available on our website under HPOdrome Student Portal.

Alumni will need to call or stop by the office to get this information. Recent alumni who have an active netid may try to log onto their HPOdrome files using it.

Checking on your letters over the summer allows you time to gently remind instructors if their letters have not yet been received by the HPO.

Remember, some instructors go away for the summer and some may leave the University. Even if you know for certain that your instructor will be back in the fall, you will be fresh in his/her mind now. The goal is not just to get a letter of recommendation, but also

to get a meaningful letter of recommendation. With these things in mind, consider asking for a letter sooner rather than later.

#### **Try to use your time well! Here are some suggestions:**

- Get clinical experience
- Do research
- Work
- Volunteer/shadow in a medical setting
- Travel
- Study for MCAT, if you plan to take it this summer or fall
- Have some fun!

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### **HPO General Policies about Releasing Letters**

1. A release form must be submitted and signed (they are available on our website under the HPO Forms link).
2. Students are responsible for submitting ID numbers and cover sheets if available.
3. We do not customize packets per school.
4. Students may request specific letters but the staff will ultimately make the selection.
5. Letters are never given to students.
6. All recommendation letters must be received before an interview or release of letter packet.
7. All releases are handled on a first-come/first served basis.
8. Letters of recommendation are never used for employment and must always be confidential.

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### **PRE-MED MENTORS**

The staff of the Health Professions Office would like to take this opportunity to thank those mentors who have served our students this past semester:

**Irene Nicholas, Shivani Rao, Wendy Liu, Sushma Manimala, Saloni Jain**

This dedicated group of students put aside time each week to help their fellow students navigate more successfully through Rutgers University. They did so with compassion, knowledge, and professionalism, which was evident in the high quality mentoring they provided.