



RELEASE FORM FOR LETTERS OF EVALUATION To be Emailed to Individual Schools/Programs/Scholarships

2022-2023

Last Name	First Name	RU ID# / Application ID#	
Home Address			Date
City	State	Zip Code	Phone Number
College	Class Year	E-mail	

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 program requests specific information regarding which letters were sent, 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 two 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.
- **We cannot upload letters to application services.** We can only create a packet of letters from your HPOdrome file and send them to an email or regular mail address.

HPO Processing Fees offset the submittal cost and support the activities of the HPO:

- There is a \$5.00 **non-refundable** per school fee for every school or program via email. Note: For email delivery we require a verifiable address at an educational or research institution. All such requests require a minimum of 3 business days to process and send.

Please list schools with complete address on back of page

Letters on file at the HPO have one purpose, as stated on the evaluation form, "Note: Letters on file in the HPO may not be used when applying for employment since they were written as academic evaluations for prospective health professions admission. They may be released to health-related graduate programs and scholarship committees only." They will not be sent to third party Interfolio/Zintellect vendors.

Additionally, since we did not write your Letter of Evaluation, **we are unable to complete an online evaluation** about your performance in class/the lab/the hospital, your interaction with the other students, knowledge of subject matter, etc. We have no way to answer as we did not write the letter/observe your performance... **Do not send links to the HPO.** If your program requires that these forms be completed, contact your individual instructors and ask them if they would be willing to resubmit their letter and complete an evaluation for your program. If they no longer have the letter, *they* (not the student) can email the HPO for a copy of their letter back. hpo@dls.rutgers.edu

We can only email letters directly to programs; please list the school name with the complete email address.

Don't forget to sign and date the form...

Signature _____

Date _____

1. Program: _____

Professional Email: _____

2. Program: _____

Professional Email: _____

3. Program: _____

Professional Email: _____

4. Program: _____

Professional Email: _____

5. Program: _____

Professional Email: _____

Total Fee: _____
(\$5 per program)