

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

HOW TO RELEASE LETTERS OF RECOMMENDATION ON FILE WITH THE HPO TO CENTRALIZED AMCAS/AACOMAS/AADSAS

We can only release your letters to the application services listed above. Once you have verified via your hpodrome account that all of the letters of recommendation you requested have been received, you will need to sign a release form (available on our website: hpo.rutgers.edu) and send it to our office.

We will then review the letters of recommendation in your file and send the strongest and most supportive letters to the application services. We cannot customize packets for specific schools and recommend that you rely on our years of expertise to choose the best letters on your behalf.

If you do not wish us to review and select the letters, simply indicate that on the release form and we will send all of the letters in your file, without reviewing them.

On the application form, DO NOT list individual names of the people who have written you letters.

You should list *Health Professions Office* as your "Primary Author/Contact" and hpo@dls.rutgers.edu as the email address.

You should choose letter packet when prompted to do so.

OTHER APPLICATION SERVICES

Remember, the HPO cannot release letters to application services other than the ones listed above (AMCAS, AACOMAS, AADSAS).

Other application services for schools like pharmacy, physician assistant, public health, and nursing, to name a few, require applicants to submit the email address for the people who will be writing recommendations.

The application service then contacts the letter writers directly and provides them a unique email link where they can upload the letter and forms specific to that application service.

In this case, it is up to the applicant to ask the people who are writing letters on their behalf for permission to list them as a reference and to follow up with the recommenders to make sure they got the link to upload their letter and fill out the appropriate form. The HPO should not be listed on these types of applications.

Research the policies for the application you plan to complete and inform yourself, as well as your recommenders, of the appropriate procedures.

GRADUATE SCHOOLS

We can release letters you have on file with the HPO to individual graduate programs but you must first complete a general release form. We will only release the letters to the graduate programs, not services like interfolio or apply_yourself.

HPO General Policies for Releasing Letters

1. A release form must be submitted and signed before we can upload your letters to the application service.
2. Students are responsible for submitting ID numbers and cover sheets, if available.
3. We do not customize packets for individual schools or programs.
4. Be sure all of your recommendations are in your HPO file before you submit the release form.
5. Release forms are handled on a first-come, first-served basis. During our busy season, it may take up to 2 weeks for us to process your request.
6. Letters of recommendation are confidential and will not be released to students and may not be used for employment.
7. We recommend that you trust our experience and judgment to select the letters best suited to support your application, however, if you choose to you may have all of your letters sent.

Reminder: The HPO has several resources on our website which you may find helpful as you try to plan for the future during these uncertain times. We have guidance on the pass/no credit option for the Spring 2020 semester and technology resources available to students learning remotely. Don't forget to visit hpo.rutgers.edu frequently for important information!

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.

HPO REMINDERS**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. 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. 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.

HPO Online Chat

Did you know that the HPO now has a virtual online chat function to help you get your questions answered?

Under the HPO Quick Links header on the main page of the HPO website, click on the online chat link to connect with an HPO advisor or staff member.

Someone will be able to answer any quick pre-health/application related questions you have during the 8:30 AM-5:00 PM, Monday through Friday office hours. Or, they can also schedule you for a 30 minute virtual advising session with an experienced HPO advisor for a later date if necessary.

Upcoming Virtual Events for Pre-Health Students**ADEA Go Dental Virtual Fair:**

Date: Tuesday, May 19, 2020

More information: <https://www.adea.org/gdvvf20/>

Drexel University College of Medicine:

Date: Tuesday, May 19, 2020

More information: <https://drexel.edu/grad/events/overview/>

Baylor College of Medicine:

Date: Thursday, May 21, 2020, from 5:30-7:00 PM

More information: <https://www.bcm.edu/education/schools/school-of-health-professions/programs/orthotics-and-prosthetics/admissions/information-sessions>

Northeast Pre-Physician Assistant Conference:

Date: Saturday, July 25th, 2020

More information: <https://www.eventbrite.com/e/virtual-second-annual-northeast-pre-physician-assistant-conference-tickets-66535863559>

Albany Medical College:

Date: Monday, May 18, 2020 and Tuesday, June 16, 2020

More information: https://www.amc.edu/academic/PhysicianAssistant/information_sessions.cfm

PCOM: MS in Health Sciences - Physician Assistant Studies Program:

Date: Wednesday, July 22, 2020

More information: <https://www.pcom.edu/admissions/visit/online-events/physician-assistant-virtual-fair-july-22.html>

ADEA Virtual Clinic Curriculum and Competency Assessments:

Date: Friday, May 8, 2020

More information: <https://register.gotowebinar.com/register/7721505530701517584>

State University of New York: College of Optometry:

Date: Thursday, June 18, 2020, from 1:00-3:30 PM

More information: <https://www.sunyopt.edu/education/admissions/explore-suny/open-house>

If you are interested in PA school, the **Physician Assistant Education Association** has a series of webinars available: <https://paeaonline.org/category/webinar/>

If you are considering nursing, **Nursing CAS** has an events calendar for interested pre-nursing students: <https://www.nursingcas.org/school-events/>

If you are looking into osteopathic schools, **ChooseDO.org** has a condensed list of upcoming virtual open houses: <https://choosedo.org/events/> for event details.

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!

Sameer Ahmad, Jose Aragon, Atul Bhattiprolu, Alekhya Kunaparaju, Tricia Mae Raquipo, Meheret Tessema

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.