



RELEASE FORM
For Letters Of Evaluation
To Podiatry Schools

Last Name	First Name	RU ID#	Podiatric ID#
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 mailing are ultimately selected by the faculty/staff of the HPO.
- 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 2-4 weeks** between submitting this form and the actual release of letters. During our busiest times (June through August) there may be a **longer wait**.
- 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:

- There is a \$10.00 **non-refundable** per school fee for every school or program via US Mail or email. Note: For email delivery we require a verifiable address at an educational or research institution.

2023-2024

Please list schools with complete email and mailing addresses on back of this page.



Please list the school name with the complete email and mailing address:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

(\$10 per program) Total Fee: _____

Date_____

Signature_____