

HEALTH PROFESSIONS NEWSLETTER

Keeping Rutgers PreHealth Students Informed and Involved



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Applications open this week. AACOMAS is accepting completed applications as of May 4 and you can begin working on your AMCAS application for submission later in May! AADSAS opens on May 11 and begin accepting submissions on June 1!

Remember to complete your application with care and accuracy.

- Follow the Instructions!! The application services provide online manuals which include answers to most of your questions as well as contact information for the services.
- 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 Dr. Mindy O'Mealia in Career Exploration and Success. Make an appointment early so that you have time to follow up, once you have implemented suggested revisions.
- Follow Up: If you have something meaningful to report after your primary and secondary applications are submitted, it may be appropriate to update individual schools, provided they don't have policies against it. 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.



HOW TO RELEASE LETTERS OF RECOMMENDATION ON FILE WITH THE HPO, TO [CENTRALIZED AMCAS/AACOMAS/AADSAS](#)

We can only release your letters to **the centralized** 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. See our recent email and our homepage for complete instructions.

On your applications, indicate your letters will be coming from:

First name: Health Professions

Last name: Office

Email: hpo@dls.rutgers.edu

Other Application Services: [PharmCAS](#), [CASPA](#), [SOPHAS](#), [NursingCAS](#)

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 people who will be willing to write recommendations and fill out specific online forms with questions about the student. 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.



The HPO staff cannot fill out these forms and cannot submit your letters for you to these services.

Other Application Services: **PharmCAS, CASPA, SOPHAS, NursingCAS** continued:

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



During the pandemic, we can email letters you have on file with the HPO to individual graduate programs, but you must first complete a general release form; **we cannot upload them.** We will only release the letters to the graduate programs, not services like Interfolio, apply_yourself, or Zintellelect. We cannot fill out their forms in lieu of your instructors.

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 coversheets, 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 four 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 judgement 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 and technology resources available to students learning remotely. Don't forget to visit hpo.rutgers.edu frequently for important information!

Institutional Action

AMCAS, AACOMAS, 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 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.



There are several ways to virtually, privately contact an advisor:

- Use the chat button on our website, to make a virtual appointment, or contact staff/advisors.
- Use the link in the HPO calendar, on our website, to attend virtual walk-ins.