

### **Methods of Requesting a Transcript**

1. Come to the UHV Office of the Registrar and Academic Records, 3007 N. Ben Wilson, Victoria and request your transcript in person. If you send someone to pick up a copy, you must provide a letter with your current home address, telephone number, your handwritten signature, and a note saying you wish to release your transcript to that person.
2. Mail or FAX a signed, written request to UHV Office of the Registrar and Academic Records, 3007 N. Ben Wilson, Victoria, TX 77901. FAX number is 361-580-5545. List your PeopleSoft ID number, how many copies you need, and where you want us to send your transcript. We will FAX transcripts at your request and will mail the official hard copy to the mailing address you designate. If no mailing address is designated, no hard copy will be mailed.
3. The last four digits of the student's social security number will appear on the official transcript for the purpose of identifying and matching your records when students transfer courses to another university or college.
4. As long as you have no financial service indicator (stop/hold) on your record, we will process your request promptly. There is no charge for requests of up to three transcripts. A fee of \$4 per transcript may be assessed for additional transcripts. The University reserves the right to reinstate any/all fees at any time, and the Registrar has authority to deny unreasonable requests.

### Transcript Request Form

Complete entire form and include handwritten signature. Mail or FAX the form to the Office of the Registrar and Academic Records. You will be notified if there are financial holds on your record. NOTE: Transcripts may be sent to some Texas colleges and universities electronically. Name changes must be requested in writing or by using website form. Please be sure to update your address information in myUHV (<http://www.uhv.edu/myuhv>)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MyUHV ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Number of copies requested:

UHV Transcript (includes only courses taken at UHV)

PLEASE CHECK:

Send Now

Send by FAX

Hold for Current Grades

Fax Number: \_\_\_\_\_

Hold for Degree

ATTN TO: \_\_\_\_\_

*Note: Faxed copies are not official. Official hard copies will be mailed to the address designated below. If no address is designated, no hard copies will be mailed.)*

MAIL TRANSCRIPT TO: (Student must provide complete and legible mailing address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE (Required): \_\_\_\_\_