



Office of Admissions and Records  
 3007 N. Ben Wilson  
 Victoria, TX 77901  
 Phone: 361-570-4110  
 Fax: 361-580-5500

### Instructions for Updating an Application

When: Use the Application Update Form when requesting to change your term from your original application. (This form will only be used to update your term). Once you have submitted this form, the Office of Admissions & Records will update you in their system. You will receive an email to the address you submitted on the application with your ID and password. Please follow the steps on the web: [www.uhv.edu](http://www.uhv.edu) to log into 'My UHV'. From there you will be able to update your name, address, or contact information. Your UHV email account will be reset within three days of the update and you will be able to log into the web and submit the appropriate form for updating your Program/Plan.

MyUHV ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

I am a:  Freshman  Undergraduate Transfer  Graduate

Full Legal Name \_\_\_\_\_  
 First Middle Name Last

Mailing address \_\_\_\_\_  
 Street Address Apt

\_\_\_\_\_ City, State Zip/Postal

Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address \_\_\_\_\_

Update Term of Entry:  
 Original Application Term \_\_\_\_\_ Change to Term \_\_\_\_\_

(Note: Student will be responsible for submitting any changes of Program/Plan after update is completed and student has access to their UHV email account).

List below any additional information that was not on your original application. Include any academic work completed or in progress since your original requested term of entry at UHV.

You must provide official transcripts from each post secondary school, college, or university you have attended:				
Name of Institution	City, State	Dates of Attendance	Degree/Date	Credit hours earned