

Office of the Registrar and Student Records: 3007 N. Ben Wilson, Room 129 ▪ Victoria, TX 77901
Phone: 361-570-4368 ▪ Fax: 361-580-5545 ▪ studentrecords@uhv.edu

Permission to Release Education Records to Victoria College

By completing and signing this form, you are agreeing that all transcript and application records that you submitted to UHV will be electronically transferred from UHV to VC because you are now interested in taking classes offered by VC. Please note that submitting this form or having your records transferred to VC does not necessarily complete admission requirements for VC. **Records will be released to Victoria College's Office of Admissions and Records at admissions@victoriacollege.edu.**

You can continue taking courses at UHV and/or complete your degree at UHV if you choose to do so.

- Complete the "Requested By" section and sign this form. Electronic signatures will not be accepted on this form unless you send the form from your UHV email account.
- Your request will be processed within three business days.
- Submit completed/signed form in person or to the mailing address, email address, or fax number listed above.
- **In order to send a UHV official transcript, you must not have any active holds that prevent a transcript from being released.**

Requested By (To Be Completed By Student – Please Print):

Last Name	First Name	Middle Initial
UHV-ID Number or Date of Birth		Phone Number
Email Address		

Education record information to be released:

Admissions application, all transcripts from the institutions I attended and for which UHV has kept a record, all test scores related to Admissions such as THEA/TASP, Compass or other TSI completion or exemption scores and an official UHV transcript. Please note only transcripts from other UH campuses we have on file will be sent. If you need complete records from other UH campuses, please contact them directly.

Purpose of release:

These records are being released so that I can register at VC.

_____ I give permission for **UHV's Registrar's Office to release the specified information** to the recipient listed above.

Only check the following if it applies to you:

_____ Hold for grades _____ Hold for degree

_____ I have requested my documents from UHV to be sent before. Please only send my UHV transcript.

Student Signature _____ **Date** _____