

## Transcript Request Form

### Instructions:

1. Please fill out the form completely.
  2. The form **MUST** be signed in ink.
  3. Form can be submitted by email, fax, or mail.  
*A maximum of three (3) transcripts will be issued per day at no charge.*
- Holds must be cleared before request can be processed.**

- Hold for Grades**
- Hold for Degree**

Student Name: \_\_\_\_\_ Former Name(s): \_\_\_\_\_

MyUHV ID# or Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Mail Official Transcript to:

- Self: Address listed above
- (Name of School/Business/Person and complete mailing address)

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Transcripts may be sent to undergraduate admissions at participating colleges and universities electronically via Speede.*

### Send my transcript via Speede to:

Name of school: \_\_\_\_\_

### Unofficial transcript (will be faxed or emailed):

Fax to the attention of: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email to: \_\_\_\_\_

### Reason for Request:

- Transferring to another university  Transferring to a 2-year institution
- Employment  Personal Records

Student's handwritten signature: \_\_\_\_\_ DATE: \_\_\_\_\_