

## Methods of Requesting a Transcript

### **IN PERSON:**

Come to the **UHV Office of the Registrar and Student Records** located at the address above, and request your transcript in person. If you authorize another individual to pick up your transcript, you must provide that individual with a letter of authorization. This letter must be presented to our office at the time the document(s) is picked up. The letter must include the name, current home address, telephone number and **written signature** of the person named on the academic record and the number of transcripts needed. The letter should also name the person authorized to pick up the document(s). That person must present his/her own photo ID.

**MAIL:** Complete a Transcript Request Form, sign and mail to: **Office of Registrar and Student Records  
3007 N. Ben Wilson, Room 122  
Victoria, Texas 77901**

**EMAIL:** Complete a Transcript Request Form, sign and email to: [registration@uhv.edu](mailto:registration@uhv.edu)

**FAX:** Complete a Transcript Request Form, sign and fax to: **361-580-5545**

***Emailed and Faxed transcripts are considered to be unofficial transcripts. An official transcript is one that is received in a sealed, envelope that has the official UHV stamp on the envelope.***

- Official transcript requests will be mailed to the address designated on the request form. If a complete, legible address is not listed, the request will not be processed.
- The last four digits of the student's social security number will appear on the official transcript for the purpose of identifying and matching records when a student transfers courses to another university or college.
- A student's transcript only includes the academic record accumulated at University of Houston-Victoria. Official copies of transcripts from other institutions cannot be furnished.
- The first three (3) transcript requests are provided at no charge. A fee of \$4 per transcript may be assessed for additional transcripts. Additional fees may be incurred for expedited shipping. The University reserves the right to reinstate any/all fees at any time, and the Registrar has authority to deny unreasonable requests.
- Current UHV students can view an unofficial copy of your transcript online through MyUHV.
- Transcript requests are processed **2 – 3 times a week** and requests must be received no later than 3 p.m. the day prior to processing. *In the event that you have a negative financial service indicator (stop/hold) on your record, your request can not be processed and you will be contacted at the email address you have listed on your request form.*

**PLEASE NOTE:** Peak periods may require additional processing time (i.e. registration, end of semester, etc.).

## Transcript Request Form

To order, complete and sign form then mail or fax to the Office of the Registrar and Student Records. Form can also be sent as an attachment to an email to [registration@uhv.edu](mailto:registration@uhv.edu). You will be notified if there are financial holds on your record.

Please note: **Transcript requests are not accepted via telephone calls.**

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

Date of Birth: \_\_\_\_\_ MyUHV ID# (If Known): \_\_\_\_\_

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

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

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

Please process my transcript request as designated below (please check):

Send Now       Hold for Current Grades       Hold for Degree

Transcript Type:

**Official Transcript** (Will be sent via US Mail) *NOTE: Transcripts may be sent to some Texas colleges and universities electronically via Speede.*

Mail \_\_\_\_\_ transcripts to my address listed above.

Mail transcript(s) to the following address. Students must provide complete and legible mailing address.

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

**Unofficial Transcript** (Will be faxed or emailed)

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

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

Student's handwritten signature (must be in ink): \_\_\_\_\_ DATE: \_\_\_\_\_

<b>For Office Use Only</b>
Record Clear <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes: _____ _____