



## **International Transcripts, Grade-sheets (Marks), and Degree Documents**

**Students must supply the UHV Office of Admissions and Records with official transcripts, grades or marks, and confirmation of degrees or diplomas of any and all academic studies attempted at international colleges/universities prior to enrollment.**

An official transcript, including mark sheets (if available) for each year, from EACH college or university attended must be sent directly from each institution to the University of Houston-Victoria, Office of Admissions and Records, 3007 N. Ben Wilson, Victoria, Texas 77901. In addition, higher secondary school transcripts, attested copies of secondary or higher secondary school completion certificates should be included. Transcripts from international institutions must be accompanied by an English translation, and must describe all academic studies attempted and completed. Transcripts should plainly indicate the dates of attendance, the subjects/course titles, and the marks (grades) earned. They should also reflect any degrees or diplomas awarded. Degree/diploma certificate attested copies must also be submitted with degree confirmation date.

Official transcripts should be issued directly to UHV by the registrar, principal, or responsible head of each institution attended. When this is not possible, documents certified/attested to be true copies, and placed in sealed envelope by a university registrar or records official may be considered official and accepted from applicants. Copies of attested/certified transcripts/marks that have been opened by students, or included loose and unsealed with other admission documents are considered to be unofficial, and are not acceptable for unconditional admission to the university. If an applicant has the original marks/diploma/transcript, they may bring the original to be copied by a UHV admissions official. Original documents will be returned to the applicant, and conditional admission may be granted for one semester until the attested, sealed copies can be delivered to UHV Office of Admissions and Records.

The university will make a reasonable determination of those courses completed outside the United States. It is imperative that students submit international documents as early as possible to ensure adequate time for application processing. If a student has previously obtained a comprehensive evaluation from an outside agency, the student should check with the Office of Admissions to confirm that the evaluation is acceptable for admission to UHV. Once the Office of Admissions determines that the evaluation is acceptable, UHV will need an official copy of the accepted evaluation and a copy of the original documents for admission purposes. The student should request the agency to send the evaluation copy, as well as a copy of the documents evaluated, directly to the Office of Admissions and Records.

Students may want to obtain a syllabus, catalog, or similar bulletin with course descriptions to support specific course transfer when working with the academic advisor in the desired degree program. Course transfer to specific academic programs is not determined in the Office of Admissions, but is accomplished through each academic school after students are enrolled in the program.

The Request for Academic Records form on the following page may be used to request international education documents for admission to UHV.

## Request for Academic Records

It is the responsibility of individual applicants to have their academic records forwarded to University of Houston-Victoria to satisfy admission requirements. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized records official at the academic institution where you obtained your credential(s). Print additional copies of this form if necessary. Fees for requesting copies of records are the responsibility of the applicant.

Last / Family Name	First / Given Name	Middle Name
Previous Name	Date of Birth (dd/mm/yyyy)	UHV Student ID Number:
Institution Name		Dates Attended From _____ to _____
Degree / Diploma Awarded (if applicable)	Year of Award (if applicable)	Major / Faculty of Study
Student Email Address		Student Telephone Number

**I hereby authorize the release of my academic record(s) to University of Houston-Victoria, Office of Admissions and Records.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Records Official:** The above-named person requests that a transcript of his/her academic records/statement of marks – showing all subjects completed and all grades/marks awarded for all years of study – be released to the Office of Admission and Records at University of Houston-Victoria for purpose of admission to the university. Please complete this form, place the form and the academic record in an envelope, sign and seal the envelope across the back sealed flap, and send it directly to the University of Houston-Victoria at the address below.

Name of Official Completing Form (Please type or print)	Title
Address (include City, Country, and Postal Code)	
Telephone Number	Fax Number
Email	URL www.

**CONFIRMATION: I confirm that the student named above attended this institution:**

Name of Institution: \_\_\_\_\_

Dates of Attendance from \_\_\_\_\_ to \_\_\_\_\_ (Month/year)

Degree/Certificate/Diploma Obtained: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature and SEAL

\_\_\_\_\_  
Date

**Yes, the academic transcript/statement of marks is attached to this form.**

**Send Documents To:** University of Houston-Victoria  
Office of Admissions and Records  
3007 N Ben Wilson St  
Victoria, Texas 77901-5731  
USA