

# University of Houston-Victoria

3007 N. Ben Wilson ▪ Victoria, TX 77901  
361-570-4368 ▪ 877-970-4848 ext 4368 ▪ FAX 361-580-5545 ▪ [www.uhv.edu](http://www.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.

**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 (your signature must be included in order to process the form).
- Your request will be processed within two business days .
- In order to send a UHV official transcript you must not have any active holds that prevent a transcript from being released.
- Submit completed/signed form to: UHV Registrar and Student Records, 3007 N. Ben Wilson, Victoria, TX, 77901; Fax: (361) 580-5545 or Email: [registration@uhv.edu](mailto:registration@uhv.edu)

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

_____	_____	_____
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
_____	_____	_____
<b>UHV-ID Number</b>	<b>Date of Birth</b>	<b>Daytime Phone Number</b>
_____	_____	_____
_____	_____	_____
<b>Intended Major at Victoria College</b>	<b>UHV Email Address</b>	
_____	_____@uhv.edu	

### 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. Residency verification documentation may also be included.

### Purpose of release:

These records are being released so that I can register at VC. VC is asking that these records be electronically sent. Please send them to the email address listed above .

\_\_\_\_\_ I give permission for **UHV's Admissions & Records to release the specified information** to VC Admissions & Records.

\_\_\_\_\_ I also give permission for **UHV to release grades** (including drops) to VC for mid-term and final grading periods, as needed.

**Student Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

### OFFICE USE ONLY

ACTION TAKEN:  Processed/Transferred  Other \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

