



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.
- Submit this form to: UHV Registrar's Office, 3007 North Ben Wilson, Victoria, TX 77901.
- Your signature must be included (if you can scan the form with your signature, you can email it to registrar@uhv.edu)
- Your request will be processed within **three** business days .
- 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):

Release To (Recipient):

		Madelyne Tolliver
Last Name	First Name	Registrar
		Victoria College
UHV-ID Number	Date of Birth	Organization / School
		admissions@victoriacollege.edu
Today's Date		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. Residency verification documentation may also be included.

Purpose of release:

These records are being released so that I can attend 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 Registrar's Office to release the specified information** to the recipient listed above.
_____ I also give permission for **UHV to release grades** (including drops) to VC for mid-term and final grading periods, as needed.

Only check the following if it applies to you:

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

Student Signature _____

OFFICE USE ONLY

ACTION TAKEN: Processed/Transferred Held Other _____