



Permission to Release Education Records to University of Houston-Victoria

By completing and signing this form you are agreeing that all transcript and application records that you submitted to VC will be electronically transferred from VC to UHV because you are now interested in taking classes offered by UHV. Please note that submitting this form or having your records transferred to UHV does not guarantee admission into UHV.

You can continue taking courses at VC and/or complete your **associate's** degree at VC if you choose to do so.

- Complete the "Requested By" section and sign this form.
- Submit this form by bringing it in to: VC Registrar's Office, 2200 East Red River, Victoria, TX 77901
- Your signature must be included.
- Your request will be processed within **two** business days.
- In order to send a VC 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):

Krislyn Martinez

Last Name	First Name	Associate Director	Admissions
		University of Houston-Victoria	
VC-ID Number	Date of Birth	Organization / School	
		admissions@uhv.edu	
Today's Date		Email Address	

Education record information to be released:

Admissions application, all transcripts from the institutions I attended and for which VC has kept a record, all test scores related to Admissions such as TSI Assessment exemption scores and an official VC transcript. Residency verification documentation may also be included.

Purpose of release:

These records are being released so that I can **submit my application for admission to UHV**. UHV is asking that these records be electronically sent. Please send them to the email address listed above.

_____ I give permission for **VC's Registrar's Office to release the specified information** to the recipient listed above.
_____ I also give permission for **VC to release grades** (including drops) to UHV for mid-term and final grading periods.

Only check the following if it applies to you:

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

Student Signature _____

OFFICE USE ONLY

ACTION TAKEN: Processed/Transferred Held Other _____

Date: _____ By: _____ Last Revised: 2/19/2018