

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 or email to Admissions@VictoriaCollege.edu
- **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):

Admissions & Transfer Credit

Last Name		First Name		University of Houston-Victoria	
VC-ID Number		Date of Birth		Organization / School	
Today's Date		UHV-ID Number		admissions@uhv.edu	
Phone Number		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 or identification documentation may also be included.

Purpose of release – This permission statement must be checked for us to release your records.

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 and grades to UHV.

Only check the following if it applies to you:

_____ Hold for grades/degree

_____ I will be dual enrolled at VC and UHV and give VC permission to release my transcripts at the end of each semester I have attend.

_____ 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 _____

Last Revised: 10/4/2021