

Methods of Requesting a Transcript

IN PERSON:

Come to the **UHV Office of the Registrar and Student Records** located at the address above, and request your transcript in person. If you authorize another individual to pick up your transcript, you must provide that individual with a letter of authorization. This letter must be presented to our office at the time the document(s) is picked up. The letter must include the name, current home address, telephone number and **written signature** of the person named on the academic record and the number of transcripts needed. The letter should also name the person authorized to pick up the document(s). That person must present his/her own photo ID.

MAIL: Complete a Transcript Request Form, sign and mail to: **Office of Registrar and Student Records
3007 N. Ben Wilson, Room 122
Victoria, Texas 77901**

EMAIL: Complete a Transcript Request Form, sign and email to: registration@uhv.edu

FAX: Complete a Transcript Request Form, sign and fax to: **361-580-5545**

Faxed transcripts are considered an unofficial transcript. An official transcript is one that is received in a sealed, envelope that has the official UHV stamp on the envelope.

- Official transcript requests will be mailed to the address designated on the request form. If a complete, legible address is not listed, the request will not be processed.
- The last four digits of the student's social security number will appear on the official transcript for the purpose of identifying and matching records when a student transfers courses to another university or college.
- The first three (3) transcript requests are provided at no charge. A fee of \$4 per transcript may be assessed for additional transcripts. The University reserves the right to reinstate any/all fees at any time, and the Registrar has authority to deny unreasonable requests.
- Current UHV students can obtain an unofficial copy of your transcript online through MyUHV.
- Transcript requests are processed on **Tuesdays** and **Thursdays** and requests must be received no later than 3 p.m. the day prior to processing. *In the event that you have a negative service indicator (stop/hold) on your record, your request can not be processed and you will be contacted at the email address you have listed on your request form.*

PLEASE NOTE: Peak periods may require additional processing time (i.e. registration, end of semester, etc.).

Transcript Request Form

Complete entire form and include handwritten signature. Mail or FAX the form to the Office of the Registrar and Student Records. You will be notified if there are financial holds on your record. **NOTE:** Transcripts may be sent to some Texas colleges and universities electronically.

Student Name: _____

Former Name(s): _____ Date of Birth: _____

MyUHV ID#: _____ Email Address: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Please process my Transcript request as designated below (please check):

Send Now Hold for Current Grades Hold for Degree

Transcript requested (please check all that apply):

Self – Send _____ transcripts to the address above.

Fax to the attention of: _____ Fax #: _____

Mail transcript(s) to the following address. Student must provide complete and legible mailing address.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

STUDENT SIGNATURE (Required): _____ DATE: _____