Permission to Release Education Records to Victoria College

By completing and signing this form, you authorize Texas A&M University–Victoria (A&M–Victoria) to electronically transfer your admissions and transcript records to Victoria College (VC). This allows VC to receive the records needed to process your application. Submitting this form or transferring your records does not guarantee admission to VC.

Requested By (Student Information)

Last Name	First Name	A&M-Victoria Student ID	Date of Birth

Student Email Address	Student Phone Number	Today's Date

Release To (Recipient):	Victoria College ID
Victoria College - Admissions Office (admissions@victoriacollege.edu)	V

Authorized Records for Release:

Records authorized for release may include, but are not limited to:

- All transfer transcripts on file at A&M-Victoria
- Test scores submitted for admission (e.g., TSI or exemption scores)
- Official A&M-Victoria transcript (provided there are no holds preventing release)
- Admission application and residency or identification documents

☐ I authorize A&M–Victoria to release the records indicated above to VC.

☐ Hold for current semester grades

☐ Hold for degree

☐ I have previously requested my documents. Only send my A&M-Victoria transcript.

☐ I will be dual enrolled at A&M-Victoria and VC; Release my transcript at the end of each semester I attend.

Student Instructions:

- Complete and submit this form to A&M–Victoria's Office of the Registrar & Student Records
- **Submission options:** hand delivery, mail, or email
  - Office of the Registrar & Student Records
    3007 N. Ben Wilson, RM 129, Victoria, TX 77901
    studentrecords@tamuv.edu
- Requests are **processed within 1–3 business days**.

Student Signature:_____

OFFICE USE ONLY

Processed By:	Date:	Note:

Last Updated:09/16/2025