



RUTGERS POLICY

Section: 50.1.4

Section Title: Administrative Governance

Policy Name: University Seal Use

Formerly Book: 6.4.10

Approval Authority: Secretary of the University and Vice President University Relations

Responsible Executive: Secretary of the University and Vice President University Relations

Responsible Office: Office of the Secretary of the University and Office of University Relations

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This policy is in the process of revision; the existing policy is below. For assistance, please contact the Office of the Secretary of the University at secretary@oldqueens.rutgers.edu or 732-932-7434.

Policy:

50.1.4 UNIVERSITY SEAL USE

1. ON OFFICIAL UNIVERSITY DOCUMENTS

The Secretary of the University (Secretary) is the university official responsible for use of the university seal on official university documents. The seal is used in the execution of documents such as contracts, deeds, and financial instruments which require the signature of an officer of the university corporation, attested to and sealed by the Secretary. The seal is also affixed to certain ceremonial documents such as honorary degrees and letters of introduction.

- A. Only officers or persons authorized by the Secretary may use the university seal on official university documents. Certain officers of the university, such as the Registrar, require the seal on a continuing basis, and are assigned a seal for use on specific documents (e.g., diplomas and certified transcripts).
- B. Letters of introduction signed by the Secretary are available, upon request, to members of the university community. The university seal will be affixed to letters of introduction to domestic and foreign academic institutions, corporations, and other entities.
 1. Requests for letters of introduction should be made through the department chair for faculty, or through the chair of the major department for students, to the Secretary at 732-932-7434. Requests should be made at least ten days before the date the letter is required.

2. The Secretary can provide letters of introduction in the major Indo-European languages; letters in other languages are available by special arrangement.

2. AS A DESIGN ELEMENT IN PRINTED OR ELECTRONIC MATERIALS PUBLISHED BY THE UNIVERSITY

Any use of the university seal as a design element in printed or electronic materials published by the university must be approved by the Office of the Vice President for University Relations at 732-932-1769.

3. AS A SYMBOL OF THE UNIVERSITY ON MERCHANDISE FOR SALE

The university seal is a registered mark in the United States Patent and Trademark Office. Any use of the university seal as a symbol representative of the university on merchandise must be approved by the Vice President for University Relations.