



## 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 for University Communications and Marketing

**Responsible Executive:** Secretary of the University and Vice President for University Communications and Marketing

**Responsible Office:** Office of the Secretary of the University and Office of University Communications and Marketing

**Originally Issued:** 12/80

**Revisions:** 4/97; 7/27/05 (corrected titles); 6/27/06 (corrected titles); 3/11/2011 (corrected phone numbers); 7/31/2014 (Updated title, department name and standard template)

**Errors or Changes:** For assistance, please contact the Office of the Secretary of the University at [secretary@oldqueens.rutgers.edu](mailto:secretary@oldqueens.rutgers.edu) or 848-932-7434.

1. **Policy Statement**

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.

2. **Reason for Policy**

To outline the procedure for approval of use of the University Seal on official university documents, printed or electronic material and on merchandise for sale items.

3. **Who Should Read This Policy**

All members of the University community.

4. **Related Documents**

N/A

5. **Contacts**

Office of the Secretary of the University  
848-932-7434

## 6. The Policy

### 50.1.4 UNIVERSITY SEAL USE

#### A. 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 academic letters of introduction.

1. 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).
2. Letters of introduction signed by the Secretary or designee 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.

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 [secretary@oldqueens.rutgers.edu](mailto:secretary@oldqueens.rutgers.edu) or 848-932-7434. Requests should be made at least ten business days before the date the letter is required.

#### B. 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 Communications and Marketing at 848-932-1769.

#### C. 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 Office of the Vice President for University Communications and Marketing at 848-932-1769.