



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-PUB

Policy Number: 02

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Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Provost

Chancellor Decree Number: 128/2004

United Arab Emirates University Letterhead

I. Policy

The United Arab Emirates University has established a standard format for all letterheads and envelopes to present a unified image for the University and to save both time and money in the preparation of these materials.

The design of the University letterheads and envelopes will be consistent with the United Arab Emirates University Graphic Standards Manual, available from the Publications Department.

University letterheads and envelopes shall be used only for official University correspondence.

II. Application

This policy shall apply to the design and use of United Arab Emirates University letterheads and envelopes by faculty, staff and students.

III. Related Policies

ADM-PUB-01 Use of United Arab Emirates Name and Logo

IV. Revision History

Date	Revision