


Category	Public Disclosure	Policy Number	UNI-PUB-202	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.2	
Responsible Office	Vice-President	Policy Owner	GCD	
Date Approved	20 February 2024	Effective Date	20 February 2024	
Date Last Reviewed	1 February 2024	Due Date for Next Review	20 February 2027	

POLICY

University Letterhead

1. Purpose

This policy is to ensure the use of a standard format on letterheads and envelopes for official Zayed University (“**University**”) correspondence.

2. Scope of Application

This policy applies to the design and use of University letterheads and envelopes.

3. Policy

3.1 The University has established a standard format for all letterheads and envelopes to present a unified image for the University. This format is found in the Brand Guidelines, which are produced by and available from the Government Communications Department (“**GCD**”). The design of University letterheads and envelopes must be consistent with the University Brand Guidelines.

3.2 The Director of the GCD is responsible for the approval of University letterhead-use under the terms of this policy.

3.3 University letterheads and envelopes must be used only for official University correspondence.

3.4 This policy must be upheld in all print and digital usage.

4. Related Policies

- UNI-PUB-201 Use of Zayed University Name/Logo

5. Administration

This policy is administered by the Government Communications Department.

6. Revision History

Date	Revision
20 February 2024	Approved by the Vice-President.
1 February 2024	Non-substantive update: <ul style="list-style-type: none">• Changed the name of the standards manual to Brand Guidelines.
1 March 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and related policy number.• Updated the policy number from UNI-GOV-02 to UNI-PUB-202.
4 November 2020	Approved by the President as Acting Vice-President (PD#100 of 2020).
10 September 2020	Policy reviewed with no substantive changes required.
22 December 2019	Updated the policy group, policy number, the responsible office, the department name, the related policy and the administration.
27 March 2012	Revised policy approved.
13 June 2010	Revised policy approved.
1 October 2000	Policy approved.