

## **REQUEST TO USE THE NAME, SEAL, OR LOGO(S) OF THE UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

Use of the University's name is governed by University policy, trademark law, and the Education Code of the State of California, Section 92000. The Chancellor and the campus policy coordinator are delegated the authority to approve the use of the name, seal and logo(s) of the University of California, Santa Barbara.

If your proposed use falls within the limitations specified in the University's policy on the use of its name, send your request by email to [policy@ucsb.edu](mailto:policy@ucsb.edu) or by mail to Policy Coordinator, Administrative Services, University of California, Santa Barbara, California 93106-2033.

Include in your request:

1. Your name and the organization that is requesting the use.
2. Your contact email, telephone number, fax, and mailing address.
3. What you are requesting to use (name, seal, or which logo(s)).
4. All proposed uses – how will the name, seal, or logo(s) be used.
5. The context within which the name, seal or logo(s) would appear.
6. The time frame for the use.
7. The benefit to the University.
8. A mock-up of the proposed use.

Most requests will be responded to within two business days.

If you need policy clarification or have questions about the request process, please contact [policy@ucsb.edu](mailto:policy@ucsb.edu) or call the policy coordinator at 805-893-7025.