

Use of the University Seal for Research Related Documents
University of Kansas

Office of the University Registrar-121 Strong Hall
KUMC Office of the Registrar-3001 Student Center

This form is to be used for the affixing of the University Seal to a document that does not describe a student's or employee's relationship with the University in accordance with the Use of the University Seal policy. The seal can be used only if the receiving agent requires that the document be affixed with the University Seal.

Directions: Complete this form and deliver it to the appropriate office along with two copies of the complete document. The seal will not be affixed if only a portion of the document is presented at the University Registrar's or KUMC Registrar's office.

Name of Requestor _____

Title/Department _____

Telephone _____ E-mail _____

Receiving Agent of the Document _____

Address _____

Purpose of the Document:

My department/office has accessible documentation that substantiates the information being submitted to the receiving agent (check one): Yes No

Signature of Requestor _____ Date _____

Signature of Department Head/Director _____

Name (please print)/Title _____