

University of California, Irvine

Forms of Address

UCI Special Events is a resource for answering questions regarding the proper forms of address for leadership, dignitaries, and friends of the university. We've listed several commonly used examples below. As a general rule, you should always verify names, addresses, and personal preferences prior to the occasion.

General questions about forms of address, contact [Amanda Sivgals, Special Events](#)

Questions about elected officials, contact [Kate Klimow, Community and Government Relations](#)

Questions about international dignitaries, contact [Ann DiPlacito, Office of Global Engagement](#)

University Leadership and Dignitaries

CHANCELLOR		
Business Envelope	Chancellor Howard Gillman UCI Chancellor's Office	
Social Envelope	Chancellor Howard Gillman and Dr. Ellen Ruskin-Gillman	
Salutation	Dear Chancellor Gillman:	Dear Dr. Ruskin-Gillman:
Place Card	Chancellor Howard Gillman	Ellen Ruskin-Gillman, Ph.D.
Name Badge	Howard Gillman Chancellor	Ellen Ruskin-Gillman, Ph.D. Associate of the Chancellor

PROVOST AND EXECUTIVE VICE CHANCELLOR		
Business Envelope	Enrique J. Lavernia Provost and Executive Vice Chancellor UCI Office of the Provost and Executive Vice Chancellor	
Social Envelope	Dr. Enrique J. Lavernia and Dr. Julie Schoenung	
Salutation	Dear Dr. Lavernia:	Dear Dr. Schoenung:
Place Card	Provost and EVC Enrique J. Lavernia	Julie Schoenung, Ph.D.
Name Badge	Enrique J. Lavernia Provost and Executive Vice Chancellor	Julie Schoenung, Ph.D.

University of California, Irvine

Forms of Address

VICE CHANCELLOR	
Business Envelope	Mr. Peter Anteater Vice Chancellor, Student Affairs
Social Envelope	Mr. Peter Anteater and Mrs. Patricia Anteater
Salutation	Dear Mr. Anteater:
Place Card	Vice Chancellor Peter Anteater
Name Badge	Peter Anteater Vice Chancellor, Student Affairs

DEAN	
Business Envelope	Ms. Patricia Anteater Dean, Ayala School of Biological Sciences
Social Envelope	Ms. Patricia Anteater and Mr. Peter Anteater
Salutation	Dear Ms. Anteater:
Place Card	Dean Patricia Anteater
Name Badge	Patricia Anteater Dean, Ayala School of Biological Sciences

UC PRESIDENT	
Business Envelope	The Honorable Janet Napolitano President University of California
Social Envelope	President Napolitano
Salutation	Dear President Napolitano:
Place Card	President Janet Napolitano
Name Badge	Janet Napolitano President University of California

University of California, Irvine

Forms of Address

UC REGENT		
Business Envelope	Mr. Peter Anteater	
Social Envelope	Mr. and Mrs. Peter Anteater	
Salutation	Dear Mr. Anteater:	
Place Card	Regent Peter Anteater	Mrs. Patricia Anteater
Name Badge	Peter Anteater Vice Chancellor, Student Affairs	

GOVERNOR		
Business Envelope	The Honorable Jerry Brown Governor of California	
Social Envelope	The Honorable Jerry Brown and Mrs. Gust Brown	
Salutation	Dear Governor Brown:	Dear Mrs. Gust Brown:
Place Card	Governor Jerry Brown	Mrs. Anne Gust Brown
Name Badge	Jerry Brown Governor of California	Anne Gust Brown

MAYOR		
Business Envelope	The Honorable Steven Choi Mayor of Irvine	
Social Envelope	The Honorable Steven Choi and Mrs. Choi	
Salutation	Dear Mayor Choi:	Dear Mrs. Choi:
Place Card	Mayor Steven Choi	Mrs. Janie Choi
Name Badge	Steven Choi Mayor of Irvine	Janie Choi

University of California, Irvine

Forms of Address

Friends of the University

Standard address to a couple:

Mr. and Mrs. Peter Anteater
1234 University Avenue
Irvine, CA 92617

Addressed to a person that is widowed:

Mrs. Peter Anteater and Guest
1234 University Avenue
Irvine, CA 92617

Addressed to a doctor and spouse:

Dr. and Mrs. Peter Anteater
1234 University Avenue
Irvine, CA 92617

Addressed to two doctors:

Dr. Peter Anteater and Dr. Patricia Anteater
1234 University Avenue
Irvine, CA 92617

Addressed to an unmarried person:

Mr. Peter Anteater and Guest
1234 University Avenue
Irvine, CA 92617

Addressed to a person and a significant other:

Mr. Peter Anteater and Ms. Patricia Hill
1234 University Avenue
Irvine, CA 92617

Addressed to two unrelated persons in the same household:

Mr. Peter Anteater and
Ms. Patricia Hill
1234 University Avenue (use the address of the primary recipient)
Irvine, CA 92617