**CSS Invitation and Reminder Templates**

CIRP provides these templates as samples of invitation and reminder correspondence. Campuses should customize the invitation and reminder messages sent to students in order to maintain a tone that is consistent with campus culture. You may edit any language in the invitations and reminders, including From, Subject, Email Content (**except Mandatory Language in bold**), and the Message Close, including the signature/title information. *Please ensure that you edit all highlighted text.* This document contains three sets of invitations and reminders: paper administrations, paper/web administrations, and web-only administrations.

1. **Paper Administration**

*Initial invitation* – *Paper Administration*

Dear <student name>

Please tell us about you! [*Insert your institution name here*] is participating in a national survey of college seniors that examines the effectiveness of college. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Every year, students from colleges and universities across the country are asked to participate in this same survey. It asks you about your academic habits and experiences, your interaction with peers and faculty, your involvement with campus programs and activities, your satisfaction with your college experience, and your post-college plans and aspirations.

Results from this survey are used by faculty and administrators at [*insert your institution name here*] and by higher education researchers to understand and improve the college experience.

**The enclosed questionnaire should be completed using a No. 2 pencil or pen (blue or black ink only) and returned to [*insert institutional contact information*] as soon as possible [*insert return instructions (i.e., in the enclosed envelope)*].**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate. For more information, please read the enclosed “Survey Information Sheet.”**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

*Reminder* – *Paper Administration*

**Dear <student name>**

It’s not too late to participate in an important survey of college seniors conducted by [*insert your institution name here*] and the Higher Education Research Institute (HERI) at UCLA. Please consider adding your feedback on your experience as a college student.

**The enclosed questionnaire should be completed using a No. 2 pencil or pen (blue or black ink only) and returned to** **[*insert institutional contact information*] as soon as possible** **[*insert return instructions (i.e., in the enclosed envelope)*].**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate. For more information, please read the enclosed “Survey Information Sheet.”**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

1. **Paper and Web Administration**

*Initial invitation* – *Paper and Web Administration*

*From:* Higher Education Research Institute

*Subject:* College Senior Survey Invitation

**Dear <student name>**

Please tell us about you! [*Insert your institution name here*] is participating in a national survey of college seniors that examines the effectiveness of college. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Every year, students from colleges and universities across the country are asked to participate in this same survey. It asks about your academic habits and experiences, your interaction with peers and faculty, your involvement with campus programs and activities, your satisfaction with your college experience, and your post-college plans and aspirations.

Results from this survey are used by faculty and administrators at [*insert your institution name here***]** and by higher education researchers to understand and improve the college experience.

**The enclosed questionnaire should be completed using a No. 2 pencil or pen (blue or black ink only) and returned to** **[*insert institutional contact information*] as soon as possible** **[*insert return instructions (i.e., in the enclosed envelope)*].**

**You may also complete this survey on the internet. The website for the survey is:** [**INSERT**](https://www.datstat.com/X%20XXXXXXX) **SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, copy and paste the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate. For more information, please read the enclosed “Survey Information Sheet.”**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

*Reminder* – *Paper and Web Administration*

*From:* Higher Education Research Institute

*Subject:* College Senior Survey Reminder

**Dear <student name>**

It’s not too late to participate in an important survey of college seniors conducted by [*insert your institution name here*] and the Higher Education Research Institute (HERI) at UCLA. Please consider adding your feedback on your experience as a student.

**The enclosed questionnaire should be completed using a No. 2 pencil or pen (blue or black ink only) and returned to [*insert institutional contact information*] as soon as possible [*insert return instructions (i.e., in the enclosed envelope)*].**

**You may also complete this survey on the internet. The website for the survey is:** [**INSERT**](https://www.datstat.com/X%20XXXXXXX) **SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, copy and paste the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate. For more information, please read the enclosed “Survey Information Sheet.”**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

1. **Web-only Administration**

*Initial invitation* –*Web-only Administration*

*From:* Higher Education Research Institute

*Subject:* College Senior Survey Invitation

**Dear <student name>**

Please tell us about you! [*Insert your institution name here*] is participating in a national survey of college seniors that examines the effectiveness of college. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Every year, students from colleges and universities across the country are asked to participate in this same survey. It asks about your academic habits and experiences, your interaction with peers and faculty, your involvement with campus programs and activities, your satisfaction with your college experience, and your post-college plans and aspirations.

Results from this survey are used by faculty and administrators at [*insert your institution name here*] and by higher education researchers to understand and improve the college experience.

**The website for the survey is:** [**INSERT**](https://www.datstat.com/X%20XXXXXXX) **SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, copy and paste the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

*Reminder 1* –*Web-only Administration*

*From:* Higher Education Research Institute

*Subject:* College Senior Survey Reminder

**Dear <student name>**

It’s not too late to participate in an important survey of college seniors conducted by [*insert your institution name here*] and the Higher Education Research Institute (HERI) at UCLA. Please consider adding your feedback on your experience as a student.

**The website for the survey is:** [**INSERT**](https://www.datstat.com/X%20XXXXXXX) **SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, copy and paste the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

*Reminder 2 – Web-only Administration*

*From:* Higher Education Research Institute

*Subject:* College Senior Survey Reminder

**Dear <student name>**

This is a reminder that we are conducting an important survey of college seniors.

**The website for the survey is:** [**INSERT**](https://www.datstat.com/X%20XXXXXXX) **SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, copy and paste the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute

*Reminder 3 – Web-only Administration*

*From:* Higher Education Research Institute

*Subject:* College Senior Survey Final Reminder

**Dear <student name>**

This is a final reminder that we are conducting an important survey of college seniors.

**The website for the survey is:** [**INSERT**](https://www.datstat.com/X%20XXXXXXX) **SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, copy and paste the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college seniors.

Sincerely,

Kevin Eagan, Ph.D.

Director, College Senior Survey

Higher Education Research Institute