**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. This document contains three sets of invitations and reminders, first for paper administrations, then for paper/web administrations, and finally for 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 first-year students. 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 spring, students from colleges and universities across the country are asked to participate in this same survey. It asks about your transition to college, your academic habits and experiences, your interaction with peers and faculty, your involvement in campus activities and programs, and how you spend your time.

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 first year 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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

*Reminder* – *Paper Administration*

**Dear <student name>**

Recently we sent you a request to participate in an important survey about first-year college students 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)*].**

**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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

1. **Paper and Web Administration**

*Initial invitation* – *Paper and Web Administration*

*From:* Higher Education Research Institute

*Subject*: Your First College Year Survey

**Dear <student name>**

Please tell us about you! **[*Insert your institution name here*]** is participating in a national survey of first-year students. 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 spring, students from colleges and universities across the country are asked to participate in this same survey. It asks about your transition to college, your academic habits and experiences, your interaction with peers and faculty, your involvement in campus activities and programs, and how you spend your time.

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 first year 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 this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet browser.**

**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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

*Reminder* – *Paper and Web Administration*

*From:* Higher Education Research Institute

*Subject*: Your First College Year Survey Reminder

**Dear <student name>**

Recently we sent you a request to participate in an important survey about first-year college students 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)*].**

**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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

1. **Web-only Administration**

*Initial invitation* –*Web-only Administration*

*From:* Higher Education Research Institute

*Subject*: Your First College Year Survey Invitation

**Dear <student name>**

Please tell us about you! [***Insert your institution name here***] is participating in a national survey of first-year students. Conducted by the Higher Education Research Institute at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Every spring, students from colleges and universities across the country are asked to participate in the same survey. It asks about your transition to college, your academic habits and experiences, your interaction with peers and faculty, your involvement in campus activities and programs, and how you spend your time.

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 first year experience.

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

**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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

*Reminder 1* –*Web-only Administration*

*From:* Higher Education Research Institute

*Subject*: Your First College Year Survey Reminder

**Dear <student name>**

Recently we sent you a request to participate in an important survey about first-year college students 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 this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet browser.**

**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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

*Reminder 2 – Web-only Administration*

*From:* Higher Education Research Institute

*Subject*: Your First College Year Survey Reminder

**Dear <student name>**

This is a reminder that we are conducting an important survey about first-year college students.

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

**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 students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute

*Reminder 3 – Web-only Administration*

*From:* Higher Education Research Institute

*Subject*: Your First College Year Survey Final Reminder

**Dear <student name>**

This is a final reminder that we are conducting an important survey about first-year college students.

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

**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 first-year college students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Your First College Year Survey

Higher Education Research Institute