

**SUGGESTED TEXT FOR THE PAPER REMINDER
INSTITUTIONAL COVER LETTER**

[On institutional letterhead]

Summer/Fall 2014

Dear *[name of student]*:

Recently, we sent you a request to participate in an important survey about incoming college students conducted for *[insert your institution name here]* by The Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.

The enclosed questionnaire should be completed in 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.
Interim Director, The CIRP Freshman Survey
Higher Education Research Institute