

Dear.....

Every year we ask all those who have recently completed a course here to take part in a survey to find out what happens to them after they leave *university/college*. We were interested in any work and/or further study you will be doing on 10 January 2018. We have not yet heard from you.

Another questionnaire is enclosed. It should only take a few minutes to complete - most of the questions just require you to tick a box with your answer. You can send it back to us *in the envelope/using the label provided* and you will not need a stamp.

You can also fill in the questionnaire on-line at any time from now until 5 March at.....

Remember that 10 January is the date we are interested in so that we can compare everyone's information.

If you need assistance in completing the questionnaire, or need access to the form in an alternative format, please contact us at.....

We've included some more details about how the survey works and what will happen to the information you provide *below/on the attached sheet/on the back*.....

Although you have now completed your course, the *careers service* is still available to help you with any career-related issues you have. If you would like any help with your career plans, please get in touch with us at.....

Yours.....

About the survey

The survey we are asking you to take part in is a national survey of everyone who has recently qualified from any university or HE college in the UK. The information you provide will also be very useful to us at *university/college* to advise our current students about the opportunities that might be available to them.

Of those who obtained qualifications across the UK in 2015/16, 78% responded to the survey. More results can be found at <https://www.hesa.ac.uk/news/29-06-2017/sfr245-destinations-of-leavers> and <https://www.hesa.ac.uk/news/13-07-2017/sfr246-ap-destinations-of-leavers>.

If we haven't heard from you soon, we will contact you again, by phone, so please let us know if you change your address or phone number. If we can't get in touch with you at all, we may try to get information about what you were doing from someone else, either at the *university/college* or someone we can reach using the contact information you have previously provided. If you don't want us to do this, or you don't want to give us any information at all, please tell us. Below are details about what happens to your information after it is sent to us.

What happens to your information

Please insert your own higher education provider's collection notice here and then follow with the HESA collection notice as set out below>

We will send information from this survey to the Higher Education Statistics Agency (HESA). The uses that HESA makes of your survey responses are described in detail at

<https://www.hesa.ac.uk/about/regulation/data-protection/notices/dlhe-c16018>.