**COVER LETTER FOR ETHICAL REVIEW SUBMISSIONS**

**NOTE: This, or a variant of this letter, could be sent with your signature and/or the signature of the director or head of your International Student Office or Department.**

Dear ,

We have agreed to participate in a web-based survey of international students in Canada conducted by the Canadian Bureau for International Education (CBIE) during the fall of 2023. Since the research involves a survey of our students, we are submitting the research proposal for ethical review.

The research methodology invites our international students to participate in a confidential survey, which asks about their decisions to study in Canada, educational experiences in Canada, demographic information, and views on the value of their education.

A representative from the \_\_\_\_\_\_\_ (ex. international student office) will be responsible for sending out the link to the survey. A link to the survey form will be included in an email sent out to the institution’s international student population.

International students selected to participate in the survey will be informed that it is confidential and voluntary. Once the survey is complete, students will be given the option to provide their name and email address to CBIE to be used solely for the purposes of awarding prizes to the winners of the draw. The final report and datasets resulting from the survey will not include any information that identifies any of the survey participants.

The proposed survey will help us better understand the experiences and needs of international students attending our institution and to put these findings in the context of the larger international student population in Canada. The proposed survey will also be part of a national report that includes the experience of international students at universities, colleges, and institutes in Canada, and in Canada generally. This is the seventh edition of the survey exploring international students’ experience at Canadian institutions. Previous administrations of the survey have shown that it does not contain items, which students find invasive. With the 2023 International Student survey, CBIE hopes to establish a benchmark to measure the experience of international students in Canada at Canadian institutions. We anticipate that the findings will be valuable in our efforts to better understand our international students and enhance their educational experience.

Copies of emails to students and the survey instrument are enclosed for your consideration. Since the time frame for this research is very tight, your prompt review of the project would be most appreciated. Please feel free to contact me if you need more information.

Sincerely yours,