*This template is an invitation for a Sign-Up facility that can be distributed among institution’s academic contacts inviting them to sign up directly with QS if they are interested in participating. It is not permitted to use promotional banners, links or references to or any other additional information about the university (such as its performance) in this email. Aside from basic personalisation such as the University logo as it would normally appear in standard communications or inserting the name of an individual at the university who suggested the contact, the text below should not be changed without consultation.*

*Questions have been raised in the past about emails dispatched from various universities and whether or not they meet our policy guidelines. For the avoidance of any ambiguity we have prepared the following templates which you should not deviate from without prior consultation with us (we recognise that local requirements and culture may merit some iterative modification). If you require a translation into any other languages, please let us know.*

*Please note, that using the Sign-Up facility means that we will not accept a contact list from your institution.*

Dear [Salutation] [LastName],

Academic reputation is essential for institutions of higher education. We invite you to join the universe of international higher education experts and share your opinion with [QS](http://support.qs.com/) on the best universities around the world.

Please follow the link below to register your interest and receive an invitation to participate in the QS Global Academic Survey.

[Register here](https://qsnetwork.az1.qualtrics.com/jfe/form/SV_6mpygvHIvyTdSl0)

After registering, you should be contacted by QS in the next few months with an invitation to participate in the annual QS Global Academic Survey, along with a maximum of three reminders. The email will come from [rankings@qs.com](mailto:rankings@qs.com) please add to your safe senders and check your spam.

QS will not contact you for any other reason, or for more than two editions of their annual survey, without supplementary or separate consent. Your responses will be combined with those of many others around the world to form academic reputation indicators used in the QS World University Rankings at global, regional, subject and program levels where relevant.

Kind regards,

[Contact person]   
[Job title]  
[Signature]   
[University name]