

## **EMOTIONAL SUPPORT ANIMAL REFERENCE GUIDE**

### *Applying for an Emotional Support Animal in Campus Housing*

- **STEP 1: APPLYING FOR SERVICES**

- If you have an Emotional Support Animal (ESA) and want your ESA to live with you in on-campus housing, please provide the following information to the Office of Accessibility & Accommodations:

- Application for Emotional Support Animal
- Medical Professional Form
  - **Please note: form letters or letters purchased from the internet for a set price do not provide the information necessary to support an ESA request and applications with such letters will be denied.**
- Animal Information Form
- Photo of Animal
- Copy of Current (less than one year) Vaccinations
- Current Rabies Tag Information (if applicable)
- Flea & Tick Prevention Agreement
- Waste Management Agreement
- ESA Code of Conduct
- ESA Short Term Care Acknowledgment

- **STEP 2: APPROVAL PROCESS**

- The Coordinator for Accessibility will review documentation and contact the student for an intake meeting. During this meeting, you will:
  - Discuss your request and how this specific animal will accommodate your documented disability.
  - Both the supporting documentation and the intake meeting will determine if you are accepted, denied, or if a decision is not yet possible based on documentation provided.

- **STEP 3: DISCUSS WITH COORDINATOR OF RESIDENCE LIFE**

- If approved, the Coordinator for Accessibility will notify the Coordinator of Residence Life of your approval, including your specific animal and the date for which you will be approved.
  - Please note: unless otherwise specified during intake meeting, your animal will not be permitted in campus housing until the following semester.
- The Coordinator for Residence Life will meet with you to discuss housing options. ESAs are only permitted in Sperry and Weldon Halls.

- **STEP 4: REAPPLY FOR ACCOMMODATIONS**

- Each year, you will need to submit a new application and supporting documentation to the Office of Accessibility & Accommodations. The deadline for submitted an application is as follows:
  - **Fall Semester: March 1st**
  - **Spring Semester: November 1st**