



# Office of Accessibility Resources

## Emotional Support Animal Request Procedures

1. The student must register with the Office of Accessibility Resources by providing appropriate documentation to establish a disability.
  - a. The student's disability documentation must specifically address the student's need for an emotional support animal related to the student's identified area of disability.
  - b. Documentation must reliably document a disability from a physician, psychiatrist, or other licensed mental health professional qualified to assess that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability.
  - c. Generally, we accept documentation from providers in the state of Pennsylvania or the student's home state. Letters purchased from the internet for a set price rarely provide the information necessary to support an ESA request.
  - d. The request for documentation is in compliance with the Fair Housing Act and Department of Housing and Urban Development rules and regulations.
2. The student must participate in an intake meeting with the OAR Director or Assistant Director.
3. As stipulated in the Housing Agreement form, the student must provide documentation related to ownership and health status of the animal. A form has been provided to facilitate the request for the following information:
  - a. Proof of animal ownership by student/parents – license number/date issued, as applicable
  - b. Veterinarian statement of neutering/spaying with date of procedure
  - c. Certificate of vaccinations, as applicable
  - d. Animal health statement, including fully updated vaccinations as applicable
4. Once the above forms documenting ownership and health status of the animal are provided and reviewed, the student must complete and return the following university issued forms, signed by the student and, as applicable, roommate(s):
  - a. Emotional Support Animal: Student Owner Acknowledgement & Consent form
  - b. Emotional Support Animal: Emergency Contact Information form
  - c. Emotional Support Animal: Waste Removal Agreement form
  - d. Emotional Support Animal: Roommate Agreement form (one for each roommate)
5. University issued forms will then be circulated via email by OAR to other signatories as indicated.

6. When all signatures are obtained, the student will attend a follow up with OAR Director or Assistant Director to review all forms, responsibilities, and considerations outlined therein.
7. The student's ESA status will be documented/updated in OAR tracking documents (master list, etc.).
8. The student and other administrative signatories will be notified (often via email) by the OAR that the student is approved to bring animal to campus, at which time the student may do so.