University Housing Emotional Support Animal Documentation Guidelines

The student presenting you with this form has indicated that you are a provider who has suggested or prescribed an Emotional Support Animal (ESA) to help them manage a disability. To approve emotional support animals as accommodations in University Housing, the Office for Access and Accommodations requires documentation to support this request. Please provide a letter which addresses the following questions:

- **Do you have a professional relationship with the patient which involves the provision of healthcare or disability-related services?**

- **Based on your personal knowledge, does the student meet criteria for having a disability?** A disability means having a physical or mental impairment that substantially limits one or more major life activities. Major life activities include but are not limited to: caring for one’s self, eating, sleeping, learning, thinking, concentrating, communicating, interacting with others, and working.

- **Does this particular student need the animal because it provides therapeutic emotional support which alleviates at least one symptom or effect of their disability and is not merely a pet?**

- **What animal has been recommended as the emotional support animal for this student?** If the animal is “unique” (e.g., something other than a dog, cat, small bird, rabbit, hamster, gerbil, rodent, fish, or turtle), please explain why this unique type of animal is needed, as opposed to a more traditional household pet. For unique animals you must also provide the date of your last consultation with the patient, explain any unique circumstances justifying the patient’s need for a particular animal or type of animal, confirm that you have reliable information about the animal and indicate whether you are specifically recommending this type of animal.

Please fax the letter on your office letterhead to 618-453-5700. Include your full contact information and credentials which qualify you to make this determination.