

**PROCESS INFORMATION**

California State University, Fullerton provides reasonable accommodations for a student with a disability who has a verifiable need of having an Emotional Support Animal (ESA) in Student Housing. A reasonable accommodation is an exception to CSUF's rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy Student Housing.

This form is to request an ESA, and NOT a Service Animal. (See the differences at the DSS website at [fullerton.edu/dss/](http://fullerton.edu/dss/))

**The following steps should be followed to request an ESA:**

1. Connect with DSS by registering for services online, if not already.
2. Provide documentation. A qualified third-party (e.g. psychiatrist, psychologist, or other licensed provider) who is providing treatment to the student should complete the ESA Verification Form. Only the information requested on this form should be provided, and must be from a professional provider who is personally treating the student. See policies and procedures.
3. The student will submit this form, a picture of the animal and the most recent vaccination/health record.
4. The student will read and sign agreement to the CSUF Emotional Support Animals in Student Housing Policy and Procedures.

**The completed information will be reviewed to determine:**

1. The student is a person with a documented disability.
2. The ESA requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy Student Housing; and
3. There is an identifiable relationship between the disability and the support that the ESA provides.

The student will be informed of the final determination by email within 3 weeks once all information has been received and the student has met with a disability specialist. If the student does not agree with the determination, they may follow the DSS grievance process available on the DSS website. Once approved, the student will be required to finalize the process with the Student Housing staff.

**STUDENT INFORMATION    to be completed by student**

Student Name: \_\_\_\_\_ CWID \_\_\_\_\_

CSUF Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Animal: \_\_\_\_\_ Age of Animal: \_\_\_\_\_

Weight: \_\_\_\_\_ Housebroken? Yes No Immunizations Current? Yes No

How long have you owned the animal? \_\_\_\_\_

What symptoms does the animal alleviate? \_\_\_\_\_

\_\_\_\_\_

By my signature below, I verify that I have read, understand, and agree to abide by the CSU Emotional Support Animals in Student Housing policy and that I am a person with a qualified disability.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_