

Process for Requesting an Emotional Support Animal

Before an Emotional Support Animal (ESA) may be moved into campus housing, the following steps ***must be completed***.

1. A student requesting an ESA is required to meet with a Disability Services staff member to review the ESA Protocol and Agreement and documentation requirements for such a request. Students can schedule an appointment by calling the Office of Counseling Services at 812-488-2663.
2. The student must provide documentation from a licensed professional with whom they have established a relationship. Documentation requirements can be found on the ESA Request Form. A copy of this form will be given to the student when they meet with the Disability Services staff member. The licensed professional is required to sign the ESA Request Form and write a letter on professional letterhead addressing the specific questions listed on that form.
3. The ESA Committee has up to 30 days from the date requested documentation is received to review and determine if the request is approved. The student will be notified of the Committee's decision by email.
4. If approved for an ESA, the student is required to register with the Office of Disability Services and sign the required ESA Protocol and Agreement Form before moving the animal into campus housing.

*Failure to comply with this procedure could result in University disciplinary action. Additional information regarding the University of Evansville animal policy can be found at <https://www.evansville.edu/policies/animal-policy.cfm>.