

Housing Approval Process for Approved Emotion Support Animals (ESAs)

- A. Student must complete the Application for Academic Accommodations with Student Accessibility Services (SAS). SAS outlines the steps for students to follow in their webpage <http://www.fau.edu/sas/future/index.php>.

Step 1

APPLICATION:

- a. **Complete** all sections of the [Application for Academic Accommodations](#) including the Applicant's Self-report and **submit** to SAS.
- b. **Submit** copies of your college transcripts. If less than 60 college credits, you must also submit high school transcripts (unofficial transcripts are acceptable).

Step 2

DOCUMENTATION: Submit a copy of your most recent documentation of disability to SAS. For documentation guidelines, please refer to the brochure pertaining to your specific disability. Brochures are available in the SAS and [online](#). **Students requesting an Emotional Support Animal must have a licensed psychologist, psychiatrist, licensed clinical social worker, or license mental health Consultant that is currently treating the student complete the ESA verification form (Required).**

Transfer Student: **Provide** also a letter from your previous institution stating the accommodations that were provided to you.

Step3

INTAKE INTERVIEW: You will be called for an intake interview with an SAS Consultant after the *Application* and appropriate documentation have been received and reviewed. This interview will give you an opportunity to meet your SAS Consultant. You will be asked to provide information about your experience of disability, barriers you've encountered, as well as effective and ineffective prior accommodations. Your appropriate accommodations will then be determined based on an interactive process between you and your SAS Consultant. You will also receive information about other support services available at FAU. **If requesting an ESA you will sign the Emotion Support Animal Agreement during the intake interview.**

- B. Students approved for an ESA will receive notification from their SAS Consultant.



- C. SAS will provide Housing and Residential Life (Associate Director of Assignments and/or Assistant Director for Jupiter campus) a copy of the signed Emotional Support Animal Agreement and approval letter for an ESA.
- D. Housing Operations (Associate Director of Assignments at Boca or Assistant Director for Jupiter campus) will email the student that we have received an approval from SAS for the student to bring an ESA with them to on-campus housing.
- E. Housing Operations will email all students assigned to the suite/apartment that there will be an ESA in the suite/apartment, the appropriate professional staff member for the hall will be cc'd on the email. The email will state:

Dear (Student name)
Hall:
Room:

You have been assigned to a suite in which there will be an approved emotional support animal (ESA). If you have any questions or concerns regarding your residence hall assignment please contact your Resident Coordinator, _____ to discuss your housing assignment.

- F. Residence Coordinator will alert Housing Operations if the students do not feel comfortable living in a suite/apartment with a student who has an ESA. Housing Operations would then look for a new assignment for student(s).