



**Disability Support Services**  
Building 43, Room 109

**FOUR-PART DSS APPROVAL PROCESS FOR A REQUEST TO HAVE AN EMOTIONAL  
SUPPORT ANIMAL (ESA) LIVE WITH A STUDENT ON CAMPUS**

(DSS must receive all documents listed below before reviewing the request.  
If approved by DSS, the student must also meet with Housing and Residential Life (HRL) staff to  
review and sign the HRL agreement. )

**Part 1 of 4. Submit documentation from a healthcare provider verifying the need:**

A disability accommodation request for an emotional support animal in residential housing must include supporting information from the requesting student's physician, physician's assistant, psychologist, nurse practitioner, or licensed social worker. The clinician must provide the following information on professional letterhead; and it must be typed, signed, and dated.

Verification of the student's disability and a statement that includes:

1. The length of time the health professional has been working with the student;
2. Whether the animal was specifically prescribed as treatment for the student;
3. How the animal serves as an accommodation for the verified disability, including the symptoms that will be mitigated by the presence of the animal, and any evidence that the animal has benefitted the student;
4. How the need for the animal relates to the ability of the student to use and enjoy the university's residential housing;
5. The species and breed of the animal;
6. Whether the stress of caring for the animal in a university residential environment will exacerbate the effects of the student's disability;
7. The importance to the student's well-being that the animal be in residence on campus;
8. Any consequences related to the disability that may result if the accommodation is not approved.

Healthcare provider documentation should be sent to:

Embry-Riddle Aeronautical University,  
Disability Support Services – Prescott Campus  
Attn: Becca Stein  
Email: [PRDSS@erau.edu](mailto:PRDSS@erau.edu) Fax: 928-777-6803

**Part 2 of 4. Submit documentation verifying the health of the animal:**

A disability accommodation request for an emotional support animal in residential housing must include supporting information from a veterinarian familiar with the animal. The veterinarian must provide the following information on professional letterhead; and it must be typed, signed, and dated.

1. The letter must include the animal's name, species, sex, and breed; along with a physical description of the animal.
2. The veterinarian must state that the animal has had a complete physical exam. Additionally, the date of the exam must occur no earlier than 30 days prior to the start of the semester during which the animal will begin living with the student in residential housing on the Embry-Riddle Prescott campus.
3. The veterinarian must verify that the animal is healthy and that he or she is not currently treating the animal for any diseases or injuries. In the case of a cat or dog, the veterinarian must verify that the animal has been spayed or neutered.
4. The veterinarian must also verify that the animal is up to date on all vaccinations required by the State of Arizona, which includes rabies and DHPP for dogs and rabies for cats, and state the future dates of any required booster shots.

Additionally, the student is responsible for obtaining a yearly physical exam of the animal and submitting to DSS verification of the exam and that the animal continues to remain in good health and is up to date on any required booster shots.

Send veterinarian documentation of the animal's health status to:

Embry-Riddle Aeronautical University  
Disability Support Services – Prescott Campus  
Attn: Becca Stein  
Email: [PRDSS@erau.edu](mailto:PRDSS@erau.edu) Fax: 928-777-6803

**Part 3 of 4. Submit a photo of the animal:**

The student should submit a recent photo of the animal to DSS, in addition to the above-required documentation from a healthcare provider and the animal's veterinarian. If the photo does not include a complete or clear image of the animal, DSS staff may ask the student to submit a new photo.

Send a photo of the animal to:

Embry-Riddle Aeronautical University  
Disability Support Services – Prescott Campus  
Attn: Becca Stein  
Email: [PRDSS@erau.edu](mailto:PRDSS@erau.edu) Fax: 928-777-6803

**Part 4 of 4. Review the duration of approval:**

The student must also obtain approval for the ESA from Housing and Residential Life (HRL) staff before the ESA may begin living with the student in residential housing. HRL staff may override DSS approval if the student fails at any time to meet or abide by HRL requirements. Once HRL staff permit the ESA to move into residential housing, DSS approval will only continue until the student moves to off-campus housing. If the student does move to off-campus housing and later returns to residential housing, they will have to submit a new request that follows all of the above guidelines.