

CHECKLIST FOR REQUESTING EMOTIONAL SUPPORT ANIMAL IN TCU UNIVERSITY HOUSING

Blanks are provided in the checklist below for you, the student, to use in keeping track of each step as completed in your request for permission to have an emotional support animal (“ESA”) in University Housing as an accommodation for your disability.

*****PLEASE NOTE THAT SOME OF THESE STEPS MAY NEED TO OCCUR AT LEAST 60 DAYS BEFORE THE ANIMAL CAN BE PERMITTED AT TCU. Based on available space and other factors, requests for animals presented in the middle of the semester may not be able to be accommodated until the following semester.*****

1. _____ Contact the TCU Student Disability Services (“DS Office”) at 817-257-6567 to:
 - a. Schedule an Intake Interview with a Disabilities Specialist;
 - b. Obtain the *Emotional Support Animal Policy and Procedures for University Residence Halls*;
 - c. Obtain the *Disability Accommodation Request for Emotional Support Animal in University Housing* form;
 - d. Obtain the *Emotional Support Animal Registration Form*;
 - e. Obtain the *Checklist for Requesting Emotional Support Animal in TCU University Housing*.
2. _____ Concurrent with the request made to Student Disability Services, notify the TCU Office of Housing and Residence Life (HRL) that you are requesting an ESA as an accommodation in University Housing.
3. _____ Carefully read the TCU *Emotional Support Animal Policy and Procedures for University Residence Halls* (the “Policy”) and assess whether you believe you are an individual with a mental health or psychiatric disability, whether your animal might qualify as an emotional support animal, and whether you are willing to undertake the responsibilities which would arise if you are granted permission to have the animal in University Housing.
4. _____ Fill out the following forms:

- a. *Disability Accommodation Request for Emotional Support Animal in University Housing*

Contact your current qualified diagnostic and treatment professional (including, but not limited to, a licensed psychologist, psychiatrist, or other professional with training and expertise in the diagnosis of mental health disorders) and advise that the professional should compose, sign and mail a letter/documentation on the professional’s letterhead directly to the TCU Disability Services Office. (Note: It is *not appropriate* for professionals to evaluate family members. The medical specialist must be an impartial individual not related to the student or parents nor in a business partnership with the student or parents.)

The mailing address is Texas Christian University, Student Disabilities Services, TCU Box 297710, Fort Worth, TX 76129. Tell the professional that the letter must contain sufficient information so TCU can assess the professional’s qualifications, that it must comply with TCU guidelines for Mental Health Documentation (available on our website at www.tcu.edu/disabilityservices, and advise that the letter must address each of items (a)-(e) listed below:

- (a) Verification that the student has a mental or psychiatric disability including a description of the student’s functional limitation(s).
- (b) When did you last treat this individual? When is your next scheduled appointment? Have you treated this student on a regular basis? How long have you been treating this student?
- (c) Verification that the animal is an ESA, i.e., that it provides emotional support that alleviates one or more of the identified symptoms or effects of the student’s existing mental or psychiatric disability.
- (d) Verification that the student can responsibly care for the ESA.
- (e) Information on whether the ESA has helped the student in the past, and if so, how.

b. *Emotional Support Animal Registration Form.*

- i. ___ Take the animal to a veterinarian to receive all necessary shots and vaccinations. Obtain documentation from the veterinarian of this.
 - ii. ___ Obtain a license for the animal from the City of Fort Worth (as applicable) or provide proof of microchip.
 - iii. ___ Take a picture of the animal for identification.
 - iv. ___ Decide on a person who would be an alternative caregiver for the animal, in case of emergency. Contact that person to make sure s/he is willing to fulfill that role. Caregiver must live in the DFW Metroplex and within 25 miles of the University, but not in TCU housing.
5. ___ Deliver to the Specialist/the DS Office the veterinarian documentation, the City of Fort Worth license or provide proof of microchip, the picture of the animal, the completed and signed *Disability Accommodation Request for Emotional Support Animal Form*, and the completed and signed *Emotional Support Animal Registration Form*. (If you need assistance in completing the forms, please schedule an appointment for a Disabilities Specialist to assist you).
6. ___ Check your TCU e-mail account for correspondence from the Student Disability Services Office. For example, you may receive an e-mail from a Disabilities Specialist requesting additional documentation, so please check your TCU e-mail account daily. Also, after Disability Services makes a decision, you will be notified by e-mail to contact our office to schedule a follow-up appointment with a Disabilities Specialist to discuss the decision.
7. ___ If any further follow up is needed (additional information needed, etc.) do the follow up activities:
8. ___ Meet with the Disability Specialist and Housing Associate Director to review the decision. If your request is granted, the Disability Specialist will prepare the *Letter of Housing Accommodation* and email a copy of it to the HRL Office.
9. ___ Review with Disability Specialist and Housing Associate Director the *Owner Statement and Agreement for Student with Emotional Support Animal Form* and sign and date the Owner Statement.
10. ___ Obtain from the Disabilities Specialist copies of necessary documentation (veterinarian documentation, ESA Registration Form, Owner Statement, the City license, or provide proof of microchip; and the picture of the animal) to give to the Housing Associate Director.
11. Each student who is approved to have an ESA in residence will have a finalization meeting scheduled by and including a TCU Disabilities Specialist, a member of the Housing and Residence Life (HRL) Leadership Team, and the student's Hall Director (HD). The purpose of this meeting is to review final details regarding the ESA owner's responsibilities and to review and sign the HRL Owner Statement, which serves as an addendum to the student's contract with TCU HRL. The ESA's identification (name and picture), City license, or provide proof of microchip, registration form, vaccination record, health history and emergency contact name and number will be given to the HRL Leadership ("L-Team"). The nature of the student's disability is not disclosed to HRL and the student's confidential information is not shared by Student Disability Services.