



## Emotional Support Animal (ESA) Checklist

### Documentation Needed:

1. Letter from expert needs to include:
  - Date – must be within the last 6 months
  - Verification letter from a physician, psychologist or other licensed professional who is in a position to know about the individual's disability
  - Student's disability
  - Statement on how the Assistance Animal is necessary because of the student's disability
  - Verification of the actual pet (description) being approved as the support animal
  - Expert's signature and contact information
2. Animal's Health
  - ESA must be 6 months in age or older
  - Proof of up-to-date shot record from a certified veterinarian
  - Picture of animal
  - Animal must be spayed (female) or neutered (male)

**Reminder:** The animal must be in the owner's care. The animal must be boarded if the owner is off campus for an athletic event or leaving campus overnight. It CAN NOT be left on campus in the care of another student or resident.

**ESAs must be approved, with updated paperwork, EACH Fall that they return to campus. Paperwork must be dated within the last 6 months of the beginning of the Fall semester.**