

## ESA Process

1. The student needs to submit a Request for an ESA through [SDS's Accommodate Portal](#). ☐
2. The student must submit clinical documentation from the current treating healthcare provider. ☐
3. The student needs to submit a letter of good health from the veterinarian. ☐
4. Then, the student must schedule an appointment with the SDS Accommodation Specialist. ☐
5. If the request is granted send out "Eligibility Notification of Approved Housing Accommodation" to the student. ☐

## Clinical Documentation Requirements

This documentation must be on the official letterhead of your current licensed, treating healthcare provider and include the following elements:

- Diagnosis/Disability
- [Functional limitation\(s\)](#) based on objective evidence
- Submitted documentation must demonstrate that the animal has been individually prescribed for the student, show a nexus between the disability and the assistance or support the animal provides the student including demonstration that the ESA will alleviate one or more symptoms of an existing disability.
- Need for accommodation(s) based on objective evidence

The documentation must contain the treating provider's license number, signature, and date. The documentation must be dated within the last twelve months.

## ESA Documentation Requirements

Because residence halls were not designed for animals, we require the following information from your veterinarian to ensure the safety of the campus community. The documentation must contain the veterinarian's license number, signature, date and be written on official letterhead. The documentation must be dated within the last twelve months. The documentation must contain the following elements:

- Age of animal
- Species of animal
- Certification that the animal is housebroken
- Certification that the animal is in good health
- Proof that the animal is vaccinated and licensed in accordance with county and state laws. Denver requires the following vaccinations:
  - Rabies Vaccine

## Important Notes

### Additional Requirements

Once SDS has granted an ESA accommodation, the student must meet with (HRE) prior to bringing the animal to campus.

### Student and ESA Conduct

Approved ESAs are not permitted in any University facilities other than the student's assigned individual living quarters including, but are not limited to, kitchens and food service preparation areas. The animal must be under the student's direct control at all times.

The student is responsible for caring for the ESA, including but not limited to immediately cleaning up after and properly disposing of the animal's waste in a

safe and sanitary manner. If a student is personally unable to care for the ESA, the student is responsible for arranging and paying for this service.

The University of Denver has a right to remove a disruptive ESA (barking, urinating on carpet or floors, aggressive) or if the student is not taking proper care of the animal.