

Checklist for Requesting an Emotional Support Animal (ESA)

Part one – Student Accessibility Services

- Receive and read the [Juniata College Emotional Support Animal Policy and Agreements](#) packet.
 - Sign and date the *Emotional Support Animal Policy Acknowledgement and Release of Information Consent Form*
 - Connect with roommates/suitemates to sign and date the *Roommate ESA Agreement*
- Connect with a qualified health professional who has knowledge of the student’s mental health disability and request completion of the [REQUEST FOR INFORMATION Re: Emotional Support Animal](#)
 - To provide support for this request, we are generally looking for documentation from a third-party professional who is currently treating the student and is qualified in the area of mental health diagnosis and treatment.
 - The health care provider need not use this specific form, but all the information requested here is necessary for the institution to consider the request for an ESA; the form is provided as a convenience.
 - Generally, we prefer documentation from providers in the State of Pennsylvania or the student’s home state who have personal knowledge of the student, consistent with their professional obligations.
 - The College reserves the right to reject information provided by a health care provider for an ESA if the information submitted does not adequately support the need for an ESA in the College’s opinion as well as the right to seek the opinion of another health care provider when determining the eligibility of the need for an ESA.
- Complete an Application for Accommodations via the [SAS Online Student Application](#)
 - Submit the *REQUEST FOR INFORMATION Re: Emotional Support Animal* form and/or documentation on professional letterhead which includes all information requested in the form
 - Submit signed and dated Emotional Support Animal Policy and Agreements to the Student Accessibility Services Office (can be uploaded in AIM, emailed to accessibility@juniata.edu, or dropped off in person.)
- Schedule an Accommodations Consultation
 - Once the application and required forms are submitted, Student Accessibility Services will send an invitation to schedule an individual consultation to discuss the request and determine eligibility.

Part two – Campus Life (upon receiving notification of approval from Student Accessibility Services.)

- Complete, sign, and submit the ESA Emergency Agreement Form if not already submitted to Student Accessibility Services.
- Provide current license, veterinary records, proof of spay or neuter, and immunization records to Campus Life.
- Meet with Campus Life to do a visual check of animal.

Follow the above checklist and complete all the required steps needed to process your request.

If you have questions, please contact:

Student Accessibility Services – 814-641-5840 or accessibility@juniata.edu

Campus Life – 814-641-3323 or campuslife@juniata.edu