

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 Access and Accommodation (“SAA”) 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 *Checklist for Requesting Emotional Support Animal in TCU University Housing*;
2. ____ Concurrent with the request made to Student Access and Accommodation, 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 diagnosis or impairment, 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. ____ Submit documentation to support your request for an ESA to Student Access and Accommodation along with your on-line application, if one has not already been submitted, to be reviewed by the Documentation Review Committee (DRC).
5. ____ Student Access and Accommodation will request a follow-up meeting via student's TCU email to discuss DRC's decision on whether an ESA was approved or not.
6. ____ If approved by Student Access and Accommodation to have an Emotional Support Animal, HRL will follow-up with student via their TCU email. Student will obtain the following from HRL:
 - a. Emotional Support Animal Registration Form;
 - b. Emotional Support Animal Owner Statement and Agreement.
7. ____ Fill out *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.
8. ____ Read and sign the Emotional Support Animal Owner Statement and Agreement.
9. ____ Deliver items to HRL: the veterinarian documentation, the City of Fort Worth license or provide proof of microchip, the picture of the animal and the completed and signed *Emotional Support Animal Registration Form*. The nature of the student’s disability is not disclosed to HRL and the student’s confidential information is not shared by Student Access and Accommodation.