

EMU Disability Resource Center ESA Accommodation Request Packet

Part 1- ESA Accommodation Request

1. Complete the **Intake Questionnaire** on the [DRC Website](#).
2. Submit a completed **Emotional Support Animal Student Request Form**
3. Submit a completed **Emotional Support Animal Medical Request Form**
4. Submit the correct **DRC diagnosis specific documentation** (insert link to DRC website where new documentation requirements will be posted once they are approved by DRC Director)

Part 2 - Specific Emotional Support Animal Request

1. Provide a detailed list of all **up to date vaccinations for the animal**, including rabies. If you have a dog or cat, they must be at least 4 months of age to be considered, due to rabies vaccination eligibility.
2. Provide a completed copy of the **Emotional Support Animal Clean Bill of Health Form**
3. If the animal is a dog, provide a copy of the Dog License from [Washtenaw County](#).
4. Review the **Emotional Support Animal Residential Policy**, and provide a signed copy to be reviewed with the Case Manager at your final ESA application appointment.

Part 3: Documentation Submission

Once all of these documents are gathered, please submit them together as an attached packet in one email to **DRC@emich.edu**. If you are missing documents, you will be asked to resubmit all documents in one email, before they are able to be reviewed.

Part 4: Schedule an ESA Accommodation Request Review meeting

After submitting the completed packet to the DRC email, visit the [DRC website](#) and schedule an appointment with a case manager to review your packet and discuss any possible further steps. Application approval is to be determined by the DRC, following a completed application appointment.