



Office of Access and Accommodations
Student Engagement & Achievement Center
Fort Valley, GA
accessandaccommodations@fvsu.edu

Documentation Guidelines for Emotional Support Animals

Emotional Support Animals (ESA) are animals that provide comfort and aids in decreasing the impairments of a disability on everyday functioning. Under the Fair Housing Act, an individual with a qualifying disability may be entitled to keep an assistive animal as a reasonable accommodation in housing facilities that otherwise restrict or prohibit animals. ESAs are only allowed within residence halls on campus.

Reason for Letter

A patient of yours is enrolled at Fort Valley State University and is/will be living on campus. They are reporting to the Office of Access and Accommodations (OAA) that they meet the definition of disability under criteria of the ADA. They have reported that you are their provider currently treating them for this disability and that you have suggested or prescribed an ESA to help them manage their disability. To approve ESAs as accommodations in university housing, the OAA requires documentation to support the request. Please read below and provide a letter which addresses all questions.

Please write your supporting letter on letterhead, date the letter, sign it and address the following:

- The student's name and birth date
- The evaluator's name, title, and license number
- Mental health impairment(s) and date(s) of diagnosis
- Length of time that you have been treating the student
- Describe how the impairment(s) substantially limits at least one major life activity
- The specific type of animal prescribed for which the reasonable accommodation is sought
- Explain how the animal is necessary and provides support that benefits the student by alleviating a symptom or effect of their disability and is not merely a pet

The provider may email the completed letter directly to accessandaccommodations@fvsu.edu.