

Request for an Emotional Support Animal in University Housing

Student Name (First, Last): _____

PFW ID Number (900...): _____ PFW Email: _____

Purdue University Fort Wayne's [Disability Access Center](#) and [Student Housing](#) provide reasonable accommodations for students with a disability who has a verifiable need of having an **Emotional Support Animal (ESA)** in Student Housing. A reasonable accommodation is an exception to the University's rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy Student Housing. A student with a disability requesting an emotional support animal accommodation must refer to the Purdue University Fort Wayne Emotional Support Animal Guidelines for specific guidance on emotional support animals in Student Housing.

This form is to request an emotional support animal, NOT a service animal. *What is the difference?*

- **Service animals are dogs (or miniature horses) individually trained to do work or perform tasks for people with disabilities.** These tasks can include pulling a wheelchair, guiding a visually impaired person, or alerting a person with a seizure. The tasks a service animal can perform are not limited to this list. However, the work or task of a service animal must be directly related to the person's disability. Service animals may accompany persons with disabilities into places the public routinely accesses.
- An emotional support animal, as defined by the U.S Housing and Urban Development, is an animal that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals. The animal is **not** specifically trained to perform tasks for a person with disabilities. **Unlike a service animal, an emotional support animal is not granted access to places of public accommodation; the animal's access is restricted to the student's housing space.**

The student must have a Student Housing contract to request consideration for an emotional support animal in Student Housing. These steps should be followed to request an emotional support animal:

1. The student must complete an [Accommodation Request Form](#) with the Disability Access Center (DAC).
2. The student must submit documentation that meets the Emotional Support Animal Documentation Elements (Page 3) and the Emotional Support Animal Intake Form (Pages 4-5) to the Disability Access Center prior to scheduling a Welcome Meeting.
3. The student will participate in a Welcome Meeting with a DAC staff member, discussing the barriers they experience related to their condition/impairment and how an emotional support animal is a part of their treatment plan.

The information completed in the interactive process will be reviewed to determine the following:

1. The student is an individual with a documented disability that meets the definition of the Americans with Disabilities Act of 1990;
2. The emotional support animal being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and
3. There is an identifiable relationship between the disability and the emotional support animal's support.

The student will be informed of the final determination by email within 14 business days after submitting third-party documentation, the intake form, and completing a Welcome Meeting.

If the DAC determines an emotional support animal request is unreasonable, the DAC will contact the student in writing at the student's PFW email address, informing them of the denial. Information regarding the appeal process will be included in the formal determination and can also be found under [Concerns About Accommodation Decisions](#) on the DAC's website.

A student approved to have an emotional support animal in Student Housing will be required to acknowledge the Emotional Support Animal Owner's Responsibilities, as outlined in the Purdue University Fort Wayne [Emotional Support Animal Guidelines and Agreement](#). Additional responsibilities will be reviewed with the student by the Student Housing staff. Documentation for Student Housing will include completing the following steps with Student Housing before an emotional support animal can be brought into the housing environment.

1. Sign the Emotional Support Animal Guidelines and Agreement;
2. Submit a current vaccination record (rabies vaccination, if applicable);
3. Submit a color photo and description of the emotional support animal;
4. Submit emergency contact information; and
5. Submit proof of a [City of Fort Wayne](#) registration.
6. The student's roommates will need to submit an ESA Acknowledgment. This is completed through Student Housing. The student requesting the emotional support animal is encouraged to have a conversation with their roommate(s) before beginning the emotional support animal request process.

Emotional Support Animal Documentation Elements

(to be completed by a healthcare provider)

Student Name (First, Last): _____

To properly evaluate how Purdue University Fort Wayne (PFW) can best meet the student's need for requesting an emotional support animal in Student Housing, the University requires specific diagnostic information from a licensed clinical professional or healthcare provider who is directly responsible for the treatment of the student's disability, including the intentional use of an emotional support animal to address specific functional limitations that result from the student's disability-related condition(s)/impairment(s). The provider will need to provide documentation that responds to emotional support animal documentation elements and may attach additional related information.

Documentation submitted to the Disability Access Center should meet the following emotional support animal documentation elements:

- Typed on letterhead, dated, and completed by a qualified medical professional;
- Provide responses to the following elements:
 - Date of diagnosis;
 - The last date the student was seen for medical services;
 - Identify the student's diagnosed-disability related condition(s)/impairment(s) and describe the impact of symptoms of the identified condition(s);
 - Does the student you have individually examined and treated have a physical or mental impairment that substantially limits one or more major life activities? If yes, please describe what major life activities are impaired;
 - Identify the disability-related need for an emotional support animal. Explain how the animal alleviates one or more of the identified substantially-limiting major life activities (thereby reducing the identified symptoms or effects of this individual's existing disability). Explain how the animal is a part of their treatment plan to mitigate symptoms and barriers experienced from their diagnosed disability-related condition(s)/impairment(s);
 - Describe any other mitigating measures that have been used for the student's diagnosed disability-related condition(s)/impairment(s) treatment plan (i.e., medication, coping skills, therapy (frequency), etc.);
 - Does the student currently use an emotional support animal per their treatment plan?;
 - Please describe how the emotional support animal has helped this student in the past or how it will help the student in the future;
 - How will this student be impacted if the request for an emotional support animal is not approved?

Documentation can be provided to the PFW Disability Access Center by:

Email: dac@pfw.edu

Fax: 260-481-6018

Mail: Disability Access Center, Walb Student Union, Room 113,
2101 East Coliseum Blvd., Fort Wayne, Indiana 46805

Emotional Support Animal Intake Form

(to be completed by student requesting an emotional support animal)

Student Name (First, Last): _____

PFW ID Number (900...): _____

To properly evaluate how Purdue University Fort Wayne can best meet the student's need for requesting an emotional support animal in Student Housing, the Disability Access Center requires the Student Intake Form to be completed in conjunction with the Accommodations Request Form and the submission of third-party documentation. The purpose of this form is to review the intentional use of an emotional support animal to address specific functional limitations that result from the student's disability-related condition(s)/impairments. The student should respond to all questions and may attach additional related information as needed.

1. Date of Diagnosis: _____

Date of last appointment with a therapist or mental health provider (if applicable): _____

2. Identify your diagnosed-disability related condition(s)/impairment(s):

3. Identify the disability-related need for an emotional support animal. Explain how the animal alleviates one or more substantially-limiting major life activities (thereby reducing the identified symptoms or effects of your existing disability).

4. Are you currently receiving therapy/counseling services through a therapist or other mental health provider?

No: Do you intend to start mental health therapy/counseling services while you are a student at PFW/IUFW?

Yes: How long have you been receiving services? Do you plan to continue treatment while you are a student at PFW/IUFW?

5. Explain how the emotional support animal is a part of your treatment plan to mitigate symptoms and barriers you experience from your diagnosed disability-related condition(s)/impairment(s).

6. What other mitigating measures have been used as part of your treatment plan for your diagnosed disability-related condition(s)/impairment(s) (i.e., medication, coping skills, therapy, etc.)?:

7. Do you currently have an emotional support animal?
 - No: How will you ensure the animal will meet the goals of your treatment plan as an emotional support animal? Describe how the emotional support animal will help you in the future regarding barriers you experience due to your disability-related condition.
 - Yes: What is the breed of the animal? How long have you had the animal? Describe how the emotional support animal has helped you in the past and how it will help you in the future regarding barriers you experience due to your disability-related condition.

8. How will you be impacted if the request for an emotional support animal is not approved?

My signature verifies that I have completed this intake form to the best of my ability and that the information provided is accurate and representative of my request for an emotional support animal.

Student Signature: _____ Date: _____

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