

University & Community Housing Services
Housing, Dining, & Auxiliary Enterprises

University Center, Room 3151, University of California
Santa Barbara CA 93106

www.housing.ucsb.edu

(805) 893-4371

Procedure for Requesting a Disability Accommodation for an Emotional Support Animal

All information sent with this request is kept confidential. Under no circumstances may an animal be in residence unless or until the request is approved in writing by Housing Services. Complete applications will be forwarded to the Special Housing Accommodation Committee, which will review the documentation. All questions must be addressed thoroughly in a point by point enumerated response. Incomplete applications will not be reviewed. The request should include:

- A cover letter with the resident's detailed explanation of their need for the animal.
- A letter from your current qualified diagnosing professional (including but not limited to licensed psychologists, psychiatrists, neurologists, or other professionals with training and expertise in the diagnosis of mental disorders) addressing the following:
 1. Verification that the impact of the current condition, as indicated by the diagnosis(es) listed on Axis I, rises to the level of disability to sufficiently warrant the request for a pet accommodation. All symptoms being discussed in this justification need to relate to the primary diagnosis(es) on Axis I.
 2. Verification that the request for an emotional support animal as an accommodation is reasonable by demonstrating a relationship between the resident's ability to function and the companionship of the animal.
 3. Verification of the limitations of the disability and specific information describing how the animal mitigates those limitations.
 4. Verification that there are no other reasonable alternatives to lessen the effects of the disability, other than an emotional support animal.
 5. Verification that an allowable pet (only if you reside in Family Student Housing, small caged animals such as rabbits, birds, rats, etc.) would not meet the emotional support needs of the resident.
 6. Verification of the clinician's prognosis.
 7. Verification should reflect current and local treatment for the disability, including how the ESA is integrated into treatment.
 8. Verification that the resident can responsibly care for the ESA.

The resident must submit this information to Housing Services. The information will be forwarded to the Special Housing Accommodation / Pet Exceptions Committee, which will review the

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documentation, and make a recommendation to the University & Community Housing Services office.

University & Community Housing Services will inform the resident of the decision via email within 8 weeks of the request. If the request is approved, University & Community Housing Services will work with the resident to actualize the accommodation, as well as review the guidelines for maintaining the community standards and resident responsibilities while the animal is in residence.