

The steps you will follow before the ESA request process is complete with Student Disability Services (SDS) and University Student Housing (USH):

Step 1: Complete Student Disability Services Application: <https://www.depts.ttu.edu/sds/>

Step 2: Complete the following and submit to schedule a meeting with the SDS office:

*Housing Request for Emotional Support Animal (ESA) form

*Current vaccination records (cats and dogs)

Step 3: Meet with Student Disability Services Counselor (James Whitfield/ Raquel Iber) for approval of an ESA

*Emotional Support Animal (ESA) Procedure form will be completed during meeting

*Service and Emotional Support Animal (ESA) Acknowledgement and Information Form will be completed during meeting

Step 4: SDS sends notification of ESA approval to Housing upon completing the approval meeting

Step 5: Housing will contact roommate(s) for completion and submission of Emotional Support Animal Roommate Notification Form.

Step 6: Once all documentation has been submitted and roommate consent issues (if any) are resolved, Housing will notify student by email the process has been completed and animal is registered. Student may proceed with bringing the animal to campus.

(Revised 1/2023)