

The steps you will follow before the Service Animal 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 Service Animal form

\*Current vaccination records

**Step 3:** Meet with Student Disability Services Counselor (James Whitfield/ Raquel Iber) to complete the registration process with SDS.

\*Service Animal 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 notification to Housing that student has completed registration process with SDS

**Step 5:** Housing will contact roommate(s) for completion and submission of Service 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 registration process with Housing has been completed and animal is registered. Student may proceed with bringing the animal to campus.

(Revised 1/17/2023)