**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

**\***Emotional Support Animal (ESA) Procedureform

\*Service and Emotional Support Animal (ESA) Acknowledgement and Information Form

**\*** Current vaccination records

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

**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)