



## EMOTIONAL SUPPORT ANIMAL (ESA) PROCESS

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The individual making a request for an ESA should complete the steps below. If the request for an ESA is made fewer than 30 days before the individual intends to move into University housing, the University of Redlands will not guarantee that it will be able to meet the individual's request for an ESA. If a request is submitted during a semester, the paperwork and approvals will be addressed during the same semester and if granted, it is possible the ESA may not move in until the following semester. All ESA requests are determined on a case-by-case basis.

1. Obtain ESA Request for Information Form.  
<http://www.redlands.edu/contentassets/af7f9e434b054fa9ab0f0b15f0db6dd7/esa-request-for-information.pdf>
2. Turn in completed ESA Request Information to Assistant Dean of Academics & Student Life in the Student Development Center, or via email to [amy\\_wilms@redlands.edu](mailto:amy_wilms@redlands.edu). This ESA request serves as the letter of support from the professional.
3. Write and include a personal statement detailing reason/s for requesting an Emotional Support Animal. Send as an email or a Word document to [amy\\_wilms@redlands.edu](mailto:amy_wilms@redlands.edu).
4. The Accommodations Committee may contact the professional or you for further information before making a final decision.
5. A final decision will be communicated via University of Redlands email with an attached decision letter and in hard copy form via intercampus or postal mail.
6. Roommate/s and suitemate/s must inform Assistant Dean of Academics & Student Life by email he/she/they agree with having an Emotional Support Animal in their residence hall room.
7. Wait for approval before searching/selecting an ESA, or bringing your pet from home.
8. ESA must be vaccinated and licensed in either your home state or in Redlands and the information must be provided to the Assistant Dean of Academics & Student Life.
9. It is strongly encouraged that ESA dogs should not be less than 12 months old, and they need to be bark and potty trained before moving into the residence hall.
10. If approved, you will need to meet with Assistant Dean of Academics & Student Life to go over and sign the ESA Policy within two weeks of move-in. Call 909-748-8069 to schedule an appointment.
11. Disruption, aggressive behavior, and consistent barking exhibited by the ESA may be grounds for removal from the residence hall (see ESA Policy, <http://www.redlands.edu/globalassets/depts/student-life/disability-services/pdfs/emotional-support-animal-policy.pdf> )