

EMOTIONAL SUPPORT ANIMAL STUDENT REQUEST PROCESS

Office of Disability Support Services
Residence Life
Housing and Dining Services



APPLICATION AND APPROVAL PROCESS FOR STUDENT REQUESTS FOR EMOTIONAL SUPPORT ANIMAL

Emotional Support Animal (ESA) requests, made by students living in residence halls and/or University apartments are processed by the Office of Disability Support Services. Please note that the process must be completed in its entirety **before an ESA can reside on campus. ESAs who are found to be on campus prior to approval will need to be boarded, at the owner's expense, until the process is completed.**

We recommend that you read through the process and compile the needed documentation **before** submitting your application.

Step 1: Collect the following:

- Documentation from a medical/mental health provider that addresses the following (Please note that prescriptions, detailed medical records, or certification from other sources will not be accepted as documentation):
 1. The existence of a disability.
 2. A relationship between the disability and the relief the animal provides.
 3. The animal is necessary for the resident to access education and/or the use and enjoyment of an on-campus residence.
- Documentation from a veterinarian attesting to health of the animal, including current vaccinations for cats, dogs, and ferrets. This letter must be addressed to DSS and acknowledge that they feel the animal would not be harmed by living within the parameters of the individual's room, including the restriction of movement to only that room on campus except for relief, as well as the ability to be left alone for long periods of time.
- A Copy of a Laramie Animal License for dogs, cats, and ferrets.
- Emergency contacts, both locally and if applicable, from a home state.
- A photo of the ESA.

Step 2: Complete a Disability Support Services Application and upload your documentation. The application can be found [here](#).

Step 3: A Disability Support Services coordinator will reach out to schedule a meeting where you will discuss your individualized needs, review your documentation, and discuss next steps.

Please note, if you have a roommate, the DSS coordinator will reach out to confirm their agreement to the presence of an ESA. **An ESA cannot be approved without the consent of roommates.**

Step 4: If approved, the DSS Coordinator will notify the student and relevant professional staff in either the residence halls or University apartments.

Step 5: The student will then be contacted by the relevant professional staff to review and sign the Emotional Support Animal agreement.

The agreement must be signed, and the student must meet with Residence Life staff before the ESA is permitted in campus residence/housing.

EMOTIONAL SUPPORT ANIMAL STUDENT POLICY AGREEMENT

Office of Disability Support Services
Residence Life
Housing and Dining Services



I. PURPOSE

The University of Wyoming, in line with HUD/Fair Housing Regulations recognizes Emotional Support Animals as a reasonable accommodation in residence halls and/or University apartments. The purpose of this agreement is to set forth the resident responsibilities and protocols created in support of the health and safety of residents, Emotional Support Animals, and members of the greater campus community. Emotional support animals include comfort and therapeutic animals who alleviate one or more identified effects of a person's disability. This agreement does not apply to service animals or replace the University of Wyoming Service and Assistance Animal Policy.

For information related to the process, responsibilities, and appropriate use of protocols associated with the use of Emotional Support Animals by employees living in residence halls and/or University apartments, please contact Human Resources.

I have read and understand the Purpose of the ESA Agreement as defined in Section I. Initial Here

II. RESIDENT RESPONSIBILITIES

- Residents must comply with any and all laws and municipal regulations regarding animal ownership. Information on Laramie City regulations can be obtained [here](#).
- Roommates are in no way responsible for the care or maintenance of their roommate's Emotional Support Animal.
- Residents are responsible at all times for the actions of their Emotional Support Animal. They must be leashed, or kept within a carrier, at all times when outside their personal residence and/or University apartment.
- Emotional Support Animals are only permitted within the private residence and/or University apartment of the resident. They are not to be taken inside any administrative, academic, athletic facilities or buildings, community spaces (including restrooms), or dining areas.
- Residents must confine, restrain, or maintain control of their Emotional Support Animals during residence and apartment inspections and maintenance visits.
- Residents are responsible for cleaning up all waste (both indoors and outdoors). Residents must remove feces, dispose of in a plastic bag, and then place the bag in an outside garbage dumpster. Cleanup must occur immediately.
- Emotional Support Animals shall not disturb, annoy, or cause nuisance to other members of the community. Residents are responsible for any odors, noise, damage, or other conduct of their Emotional Support Animal that disturbs others or damages the premises.
- Emotional Support Animals cannot be left in the Residence Halls and/or University apartments without the presence of the Resident. Residents must be prepared to either board or have their Emotional Support Animal stay in an off-campus location when they travel.

I have read and understand my responsibilities as an ESA owner as defined in Section II. Initial Here

III. SAFETY CONCERNS

- Concerns regarding the Resident's ability to fulfill their responsibilities, the improper care of the ESA or injurious, dangerous, or nuisance behavior of the ESA, will first be brought to the attention of the resident by the designated Housing/Residence Life

professional staff. Should concerns continue, Housing/Residence life staff will contact the Resident's DSS coordinator who will engage in the individualized process to determine appropriate accommodations, support plans, and/ or other solutions.

- The University is not responsible for any Emotional Support Animal on the property, including any injury that may occur to or is caused by the Emotional Support Animal. Residents are financially responsible for any property damage, bodily injury or personal injury caused by the Emotional Support Animal. The Resident will hold the University harmless in the event the Emotional Support Animal goes missing and for any and all claims, legal actions, damages, costs and fees related to bodily injury or property damage caused by the Emotional Support Animal.
- If University, in its sole discretion, determines that the Emotional Support Animal is causing damage or an unsanitary condition or is a nuisance or threat to the safety or security of any person or property, or Resident is in violation of these policies, University may require Resident to remove the Emotional Support Animal from the premises. Failure to remove the Emotional Support Animal after University's request for removal shall be considered a violation of the lease and is grounds for termination. Emotional Support Animals which constitute a nuisance or are a danger to other residents, as determined by the Director of Residence Life or designee, must be removed immediately after notification by the Director of Residence Life or designee. Nothing in this paragraph shall limit the University to the foregoing remedy if the Resident is in violation of these policies.

I have read and understand my responsibilities as an ESA owner as defined in Section III. *Initial Here*

IV. VACATING THE APARTMENT AND DAMAGES

When the Resident moves out of their apartment or no longer cares for the Emotional Support Animal, residence life staff will complete a checkout. Any costs for damage caused by the Emotional Support Animal are the responsibility of Resident.

I have read and agree to complete a proper check-out when I vacate my on-campus housing.

Initial Here

V. ACKNOWLEDGEMENT

My signature acknowledges that I have read and understand the Emotional Support Animal Student Agreement and agree to abide by all standards and expectations. I have no prior knowledge of any aggressive or violent behavior of the Emotional Support Animal identified in my application. Failure to abide by this policy and Agreement may result in removal of my Emotional Support Animal from University housing and/or possible termination of the housing lease.

Resident Signature: _____

Date Signed: _____

Resident Printed Name: _____

Student W Number: _____

Resident UW Email Address: _____

Resident Cell Phone Number: _____

Pet Information:

Pet Name: _____

Pet License #: _____

Pet Type (cat, dog, etc): _____

Pet Sex: _____

Pet Breed/Description: _____

Pet Age: _____

Pet Color: _____

Pet Weight: _____

Veterinarian Information:

Vet Name: _____

Vet Phone Number: _____

Vet Address: _____

Emergency Pet Contact:

Name: _____

Phone Number: _____

Address: _____

Relationship to Resident: _____

REQUIRED DOCUMENTS

Upload Current Pet Vaccination Records

Upload Veterinarian Acknowledgement of ESA Living Arrangement

Upload Photo of Pet