



## 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.
2. Turn in completed ESA Request for Information to the office of Academic Success and Accessibility (ASA) in the Student Development Center, or via email to [ASA@redlands.edu](mailto:ASA@redlands.edu). This ESA request serves as the required letter from the professional.
3. Write and include a personal statement detailing your reason/s for requesting an ESA. Your personal statement must include but is not limited to answers for the following questions:  
Describe your typical day/week routine.  
What type of animal would you like? Why?  
How will you incorporate your animal into your routine?  
Provide a timeline of steps you will take to acclimate yourself, and your animal, to life together, on campus, and in your specific residence hall.  
What supplies, plans, and arrangements have you made in the case of a personal emergency, or one with your animal?
4. Please include the answers to these questions along with any other information you feel is relevant, in your personal statement which you can email to ASA.
5. Your residence hall room/apartment may be inspected re: a reasonable standard of cleanliness, as upheld in the Room and Board Contract, necessary for the health and safety of the approved ESA and housing occupants.
6. The Accommodations Committee may contact the professional or you for further information before making a final decision.
7. The final decision will be communicated via University of Redlands email with an attached decision letter.
8. Roommate/s and/or suitemate/s must inform ASA by email that he/she/they agree to live with or next door to an ESA in their residence hall room or suite.

9. Wait for approval before searching/selecting an ESA, or bringing your pet from home. There is a \$500 fine for any animal brought into the residence halls without approval from the Accommodations Committee (see ESA Policy, page 2).
10. ESA must be vaccinated, have all necessary shots, and be licensed, if applicable. For ESA dogs, contact Redlands Animal Control at <https://www.cityofredlands.org/animal-control>, or 909-798-7644. Vet and vaccination information and the license # (when applicable) must be provided before the ESA moves into the residence hall.
11. It is recommended that ESAs not be less than 12 months old for maturation and potential disruption reasons.
12. ESA dogs and cats need to be spayed or neutered before moving into the residence hall.
13. ESA dogs should be bark and potty trained and be socialized before moving into the residence hall.
14. If approved, ESA owner will need to meet with ASA in person to go over and sign the ESA Policy.
15. Disruption, aggressive behavior, consistent barking, and lack of cleanliness (including, but not limited to, in the residence hall room) may be grounds for removal from the residence hall.