ESA Approval Process

PLEASE KEEP IN MIND THE PROCESS AND DEADLINES, AND THAT THIS MAY TAKE TIME.

Animals cannot be brought onto campus or in residence until all paperwork has been completed and approved at ODS AND all supplemental documents submitted to and approved by Residential Life.

Part 1: ULM Counseling Center
In order to have an emotional support animal on campus, it must be considered a reasonable and appropriate accommodation based on disability. It is required that a student be registered and approved with the Office of Disability Services (ODS) before the ESA process can begin. All requests for the fall semester must be submitted by July 1 and for the spring semester by November 1. Please keep in mind that this is a process and may take time.

If you are not registered, you can contact the ULM Counseling Center to get information on how to register and receive a copy of the documentation criteria from the ULM Counseling Center.

Registering with ODS is a two part process:

First, you must submit the appropriate documentation from a Clinical Psychologist, Psychiatrist, Licensed Professional Counselor, or Licensed Clinical Social Worker, who is licensed in the state of Louisiana or the state in which you are a legal resident and who is qualified to diagnose your disability. This paperwork must meet our documentation criteria. Your provider can fax or mail the paperwork directly to the ULM Counseling Center or you can bring it in for approval. The office phone number is 318-342-5220 and the fax number is 318-342-5228.

Second, you must schedule an accommodation meeting with a counselor in the ULM Counseling Center for a review of your documentation and to discuss your disability. The decision will be made as to what a reasonable and appropriate accommodations should be for you. Once your documentation is received and reviewed, you should receive notification concerning the outcome.

Once you are registered with ODS, you can make the request for the Emotional Support Animal (ESA) as an accommodation. Then, you must have your qualified mental health professional (listed above), who is licensed in the state of Louisiana or the state in which you are a legal resident and whom you have been working for at least six months prior to your request, complete the required documentation that is available through the ULM Counseling Center. The form must be copied onto the letterhead of the professional and submitted to ODS. The professional can send the form directly to ODS or you can retrieve it and submit it directly. Once your documentation is received and reviewed, you should receive notification concerning the outcome.

Part 2: ULM Residential Life
If an emotional support animal is approved as an accommodation, the Office of Disability Services will notify Residential Life if you are approved. There are situations when a particular breed or size of animal that you request to bring will need to cleared by a health and safety committee. The following is the additional documentation you will need to provide to Residential Life:

- The veterinary paperwork to verify that the animal is in good health, has received all vaccinations, and is spayed or neutered, if applicable. You will be responsible for providing this information with each yearly check.
- A completed acknowledgement form of ESA ownership and responsibilities.
- A roommate/suitemate consent form from all resident(s) assigned to and connected to your unit. You will be responsible for collecting and submitting new roommate/suitemate consent forms if changes.
- A 2x3 photo (wallet size) of the animal that shows coloration, markings, features, etc. for identification purposes.

Once your documentation is received and reviewed, you should receive notification of when the ESA may be brought into residence.