



ITHACA COLLEGE

Student Accessibility Services

Peggy Ryan Williams Center, Garden Level

SUPPORTING DOCUMENTATION FOR [EMOTIONAL SUPPORT ANIMAL \(ESA\) REQUESTS](#)

Documentation for ESA accommodation requests must contain ALL the following specific criteria:

- Documentation must be written by a licensed professional.
 - Websites that sell certificates, registrations, and licensing documents are not sufficient to reliably establish the need for an ESA.
 - The writer should specify how long they have been working with the student (duration of therapeutic relationship). The best-quality documentation comes from officially licensed mental health professionals with whom the student has been communicating for several months.
- Must include a formal diagnosis that rises to the level of a disability as per ADA guidelines.
- Contain functional limitations related to the disability (the impact, severity, frequency, and/or pervasiveness of the condition).
- Documentation should address why the ESA is a need for the student and how it fits with the student's current treatment plan.
 - Note: There is a distinction between need and preference. It's possible for a housing accommodation to be preferred by, or beneficial for, the student, without meeting the standard of a need in order to ensure equal access under law.

For questions or clarification:

Email sas@ithaca.edu and ask us for a link to schedule an informational Zoom or phone call.

Ways you can send documentation to SAS:

Give the documentation directly to the student who requested it. The student can then upload it to their online SAS request using a personalized link.

Email the file as an attachment to sas@ithaca.edu

The file must be a document that stores text, NOT a photo or image file.

😊 Acceptable file types: PDF, DOC (Word), ODT (OpenDocument), RTF.

😞 Do not send an image file such as JPG, PNG, or HEIC.

The file should NOT be password-protected or encrypted.

Fax the document to our secure fax line **607-274-3957**

Mail the document to:

Student Accessibility Services, Ithaca College, 953 Danby Road, Ithaca, NY 14850.