



# Tennessee Tech University Office of Disability Services

## Documentation Requirements for Emotional Support/Comfort Animals

The following requirements must be met in order to receive services: For more information regarding the policies for Emotional Support/Comfort Animals, please refer to TTU Policy No. 306.

- A signed letter, on professional letterhead, from the person's healthcare provider or licensed therapist with whom the owner has an established relationship. Any such provider or therapist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of Emotional Support/Comfort Animals for people with disabilities. At a minimum, the letter should include the following items:
  1. The provider's diagnosis of the person's disability.
  2. A clear description of the current impact and functional limitations resulting from the disability.
  3. The provider's confirmation that the Animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person's condition and/or to help the person use and enjoy university housing services.
  4. The provider's description of the support the Animal will provide.
  5. Any additional rationale or statement Tennessee Tech may reasonably need to understand the basis for the professional opinion.

**Students should be aware that some online companies will provide an Emotional Support Animal certification. Please note that this does not meet the documentation requirements to request an Emotional Support Animal.**

TTU understands that documentation provided by military or veteran medical facilities may be different in appearance or content. Professionals in the Office of Disability Services will work the veterans to determine appropriate documentation.

**CONFIDENTIALITY:** The Office of Disability Services staff will adhere to the University's confidentiality policy regarding the release of information concerning student's records. This office will not release any information, including personal information, or any part of the requested documentation without the candidate's informed consent unless compelled by a legal process of subpoena.

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