



**ASSISTANCE ANIMAL ACCOMMODATION REQUEST FORM
FOR UNIVERSITY HOUSING**

The University of Nebraska at Omaha ("UNO" or the "University") recognizes the importance of providing reasonable accommodation(s) in its housing policies and practices where necessary for students with disabilities to access University housing.

Assistance Animals, which include emotional support (ESA), comfort, therapy, as well as service animals, must be allowed as an accommodation for any qualified individual with a disability in any "dwelling which is occupied as a residence by one or more individuals."

Please complete this form and return it to Accessibility Services Center (ASC). You may return the form by regular mail, facsimile, or email to:

UNO Accessibility Services Center
H&K 104
6001 Dodge St.
Omaha, NE 68182
Phone: (402) 554-2872
Fax: (402) 554-6015
Email: unoaccessibility@unomaha.edu

Please provide the following information:

Resident's Full Name and NU ID: _____

Please state your disability and the species of Assistance Animal you are requesting access to in University housing:



Please describe the nexus or relationship between your disability and the assistance that the animal provides (please add additional pages, if necessary):

The ASC may request verification from a current treating provider (e.g., a physician or other medical professional) establishing that you have a disability and that the accommodation is necessary to provide you an equal opportunity to access University housing. Please identify the person that can provide such a verification. *All fields are required.*

Name: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Signature of Resident: _____

Date: _____

This signature authorizes the verifier to provide only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy University housing.



ASSISTANCE ANIMAL REQUEST PROCESS

Students requesting access to an Assistance Animal in Housing can expect the following process:

- Student initiates the request for Assistance Animal by contacting ASC and obtaining a copy of Assistance Animal Policy, Housing Accommodation Request Form, and Provider Verification Form.
- Student submits the completed Housing Accommodation Request Form and Disability Documentation to ASC for review.
 - If student has a letter from current treating provider, that letter should be submitted to ASC alongside the Housing Accommodation Request Form.
 - If student does not have a provider letter, or if provider letter is insufficient, student should give their current treating provider a copy of their completed Housing Accommodation request Form and a blank Provider Verification Form for their provider to complete and return to ASC.
- ASC reviews the letter or the Provider Verification Form when it's received from the current treating provider.
 - Student will be notified if letter or form is incomplete or if additional information is required.
- ASC contacts student to submit animal's current licensing, photo, and vaccination records
- ASC contacts student to schedule a Policy Review Intake appointment.
- ASC meets with student and housing representative to review Policy.
- Student signs and returns Policy to ASC.
- ASC emails roommates regarding health concerns and/or allergies to specified animal.
 - ASC re-sends email after one week of no response received.
 - ASC will attempt contact twice.
 - No response is regarded as no health concern or allergy.
- ASC submits signed Policy and Agreement form, licensing, and vaccination records to Housing Administrators.
- ASC emails the Official Assistance Animal Notification to student and Housing.
 - **When this notification email is received, the student may move their animal into their housing unit.**
- ASC emails student and roommates Rights and Responsibilities.