

ESA Approval & Service Dog Acknowledgement Information Sheet

Residential and Student Service Programs, University of California, Berkeley

I. Requesting Acknowledgement of a Service Dog

- A. A Service Dog is a dog that is trained to do a job or task(s) for a disabled person.
- B. If you are a Service Dog user and want your Service Dog to live in residential living¹ please provide the below information to the Housing Disability Specialist² along with the application for residential living (this information may be provided via the Service Dog Acknowledgment Form):
1. A typed letter stating the dog is a Service Dog, what task(s) it performs for you, its breed, name and age;
 2. A picture of the dog;
 3. A signed copy of the Guidelines for Maintaining an Animal (may be certified via the request form);
 4. An Up-to-date veterinary record certifying that the animal has all recommended vaccinations to maintain the animal's health and prevent contagious diseases;
 5. Your current campus address; and
 6. The name and contact information of an alternate local caregiver for the Service Dog if needed.

II. Applying for Approval of an Emotional Support Animal

- C. An Emotional Support Animal (ESA) is an animal that provides emotional support, well-being, comfort, and companionship to their people. They do not perform specific tasks.
- D. If you are an ESA user and want your ESA to live in residential living please provide the following information to the Housing Disability Specialist along with the application for residential living:
1. A completed ESA Approval Request Form;
 2. An up-to-date veterinary record certifying that the animal has all recommended vaccinations to maintain the animal's health and prevent contagious diseases;
 3. A picture of the animal;
 4. A signed copy of the Guidelines for Maintaining an Animal (or certify via the request form);
 5. The name and contact information of an alternate local caregiver for the animal if needed.
- Please note that you are responsible for the animal's behavior and any damages caused by the animal, even if the animal is temporarily being cared for by an alternate caregiver within Cal Housing.

¹ (Residence Halls, Single Student Apartments, Family, Faculty and Staff Housing)

² The Housing Disability Specialist can be reached at: 2610 Channing Way, 2nd Floor, Berkeley, CA 94720; Fax: 510-642-4026; Email: housingaccommodations@berkeley.edu

C. The ESA should not be in residence unless an approval has been received. Approval is ESA-specific and non-transferrable.

D. ESA Approval Application Review Process:

1. The Housing Disability Specialist will review the request for completeness and work with the resident to obtain any necessary additional materials.
2. The Housing Disability Specialist will notify the resident by email of RSSP's decision to approve or decline to approve the ESA.
3. If approved then the Housing Disability Specialist will work with the appropriate staff to determine a suitable residence for the resident and ESA and the ESA user will be required to sign a Roommate/Suitemate Agreement. [There is no need to reapply once approved; unless the animal is replaced or retired from use; please do provide current proof of vaccination(s)].
4. If the request is declined, the Housing Disability Specialist will work with the ESA user at their request to set appropriate timelines for the resident to find alternative housing.
5. ESA approval may be denied where the required steps have not been taken/information has not been provided, or where approval would: constitute an undue financial burden, require a fundamental alteration of the RSSP program, or create a direct threat to the health or safety of other animals or people.
6. The decision of the Housing Disability Specialist may be appealed, in writing, within five business days of the date on the decision email. Written appeals must be submitted to the Director of Cal Housing, Residential and Student Service Programs.³
7. Appeals must state one of the following specific reasons for reconsideration:
 - a. New information supportive of the animal as an accommodation that was not available at the time of the initial review; or
 - b. A procedural error that unfairly affected the process.

³ 2610 Channing Way, 2nd Floor Berkeley, CA 94720; reshall@berkeley.edu