Documentation Guidelines for Comfort or Emotional Support Animals (ESA)

Documentation submitted to Disability Services should include the following elements. *If your documentation doesn’t meet these guidelines, we encourage you to submit what you have.*

1. **The credentials of the mental health professional(s).** Documentation should be typed and submitted on official letterhead by a mental health professional who is licensed or certified in the area for which the diagnosis is made. Their name, title, specialty, and license or certification credentials should be included.

2. **Current documentation.** Documentation for a mental health or psychiatric condition(s) should be completed within the last year.

3. **A diagnosis of the disability or disabilities.** The use of DSM-IV-TR or DSM 5 criteria and a narrative from the provider are helpful.

4. **Confirmation from the mental health professional that the animal has been prescribed for treatment purposes and is necessary to help alleviate the student’s symptoms associated with the disability.**

For more information about these documentation guidelines, please visit our website at [www.meredith.edu/disability](http://www.meredith.edu/disability) and click on Certification Process.