



Request for an Assistance/Emotional Support Animal

King's College recognizes the importance of Emotional Support (Assistance) animals in serving employees, whose healthcare providers or mental health professionals prescribe the use of animals as contributing to an employee's health and wellbeing. Approval does not give Assistance Animals access to the College campus as a whole- the College will reasonably accommodate an Assistance Animal in a residence hall or campus apartment. The information you provide will be included in your medical file, located in the Human Resources Department.

The Fair Housing Act defines disability as a physical or mental impairment that substantially limits one or more major life activities. Under this definition, an impairment is a disability if it substantially limits the ability of the person to perform a major life activity as compared to the average person in the general population. The definition also considers any mitigating measures, such as medication or other treatment or therapies, the person is employing that may relieve the substantial limitations caused by the impairment. If the mitigating measure(s) eliminates the substantial limitations caused by the impairment, the person does not have a disability.

Part I: Completed by Employee- fill out answers below BEFORE submitting to Medical Professional.

Part I

Employee's Name _____ King's ID _____

Proposed Animal, type, breed, (age if dog or cat) _____

Employee's Signature _____ Date: _____

Describe in your own words why you are requesting an Emotional Support/Assistance Animal to live in college housing? What has led you to feel an animal is the next step in treatment? Be specific.

Part II: To be completed by the Treating Professional and submitted directly to King's College

1. Does the employee have a disability under the definition listed on the earlier page?

2. What is the specific diagnosis?

3. How is the employee substantially limited (how so the symptoms interfere with daily life)?

4. Original date of diagnosis. _____
5. Is the animal required for the employee to live college housing? _____
6. Is there evidence an animal has helped this employee in the past or currently?

7. State alternatives to consider mitigating the identified functional limitations if the provision of the animal is not approved. _____
8. Have you discussed the responsibilities associated with properly caring for an animal while engaged in college activities and residing in college housing?

Medical Professional Signature _____

Date: _____

Thank you for taking the time to complete this form. If we need additional information, we may contact you during the review process. We recognize that having an Assistance Animal in the residence hall can be a significant benefit for someone with a mental health diagnosis, but the practical limitations of our housing arrangements make it necessary to carefully consider the impact of the request for an Assistance Animal on both the student and the campus community.

Please return forms to:

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Sr. HR Generalist
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