

FAQ | Housing

Emotional Support Animal (ESA)

Start early

Begin the process at least **60 days** before bringing an animal to campus.

Requirements, documentation, roommate coordination, renewal, and unauthorized animal information for campus housing.

Quick Reference

Application	Documentation	Unauthorized animals
Submit both the Housing Application and Accessibility Application. Email Residence Life to receive the applications.	Approved documentation must come from a primary care or mental health care provider.	Unauthorized animals are not allowed and may result in a \$250 per day fine.

ESA Request Process

1	Request applications Email residencelife@mcm.edu to receive the Housing Application and Accessibility Application.
2	Start at least 60 days before arrival The application process must begin 60 days before the student intends to bring an animal to campus.
3	Provide approved documentation Accessibility Services requires documentation from a primary care or mental health care provider. Documentation from paid web services will not count as approved documentation.
4	Coordinate with roommate(s) Students must work with roommate(s) to determine whether they are willing to share space with an ESA.
5	Renew annually ESA requests are reviewed annually and require a 60-day renewal process to confirm the ESA is still recommended by the requestor's professional care provider.

Resident and Roommate Responsibilities

ESA owner	Roommate(s)
Takes full responsibility for the care, safety, and management of the ESA. The ESA owner and roommate(s) acknowledge direct responsibility for the well-being of the ESA.	Responsible for reporting improper use, neglect, or unsafe living conditions regarding the ESA. Roommate(s) are not responsible for the care and management of the ESA.

Important Notes

- **Unauthorized animals:** Unauthorized animals are not allowed in or around the residence halls or campus apartments at any time.
- **Short visits:** Short visits or watching an animal for someone else is prohibited and will result in a \$250 per day fine.
- **Pending applications:** Students who are in the process but bring an animal to campus before authorization will be fined.
- **Counseling Services:** Counseling Services cannot provide ESA recommendations. Students must access those services and recommendations off-site.

Student Checklist

Task	Status
Email residencelife@mcm.edu to request the Housing Application and Accessibility Application.	[]
Begin the process at least 60 days before intending to bring an animal to campus.	[]
Submit approved provider documentation to Accessibility Services.	[]
Confirm roommate coordination requirements have been addressed.	[]
Complete the annual renewal process when required.	[]

Reminder

An ESA is not approved until the required application, documentation, review, and housing coordination steps are complete. Do not bring an animal to campus until authorization has been confirmed.

Questions? Email Residence Life at residencelife@mcm.edu.