

## Housing Accommodation Request Form and Process for 2024-2025

### What is this form and process?

Please read this entire form. Students may request a housing accommodation if they have a qualified medical condition or psychological/medical disability defined by the Americans with Disabilities Act. Housing requests must be specifically requested from the Office of Residential Life by the student requesting consideration. Only completed requests will be shared and reviewed by, if necessary, the Offices of Residential Life, University Health Services, Counseling and Psychological Services, Disability Services and/or Dining Services. Requests submitted by the specified deadlines will be reviewed prior to assignments being made. Requests submitted after the specified deadlines will be reviewed, but accommodations cannot be guaranteed. Students completing this form may be contacted by the Office of Disability Services in order to process this request. This request form needs to be completed and returned to your Office of Residential Life:

**Rose Hill / Louis Calder Center:** Office of Residential Life at Rose Hill  
Phone: (718) 817-3080 | Fax: (718) 817-3097 | email: resliferh@fordham.edu  
**Lincoln Center Campus:** Office of Residential Life at Lincoln Center  
Phone: (212) 636-7100 | Fax: (212) 636-7810 | email: reslifelc@fordham.edu

### Student Information (signature on last page):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Current Housing Assignment (if applicable) : \_\_\_\_\_

Fordham ID Number: \_\_\_\_\_

### Section to be completed by Physician/Medical or Psychological Provider:

\*Provider Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*Print Name: \_\_\_\_\_ State, License No.: \_\_\_\_\_

\*PLEASE NOTE: license number if applicable. Requests will not be processed without provider signature.

1) Please indicate the nature of the special housing request:

Medical \_\_\_\_\_ Food Related \_\_\_\_\_ Mental Health \_\_\_\_\_

2) What specific housing accommodations are you recommending?

3) What is your diagnosis for the student? How does the stated request relate to the student's condition?

4) What major life activity(ies) is/are substantially limited by the student's condition and how exactly does the student's condition impact these major life functions and to what degree? Additionally, please provide details regarding the chronicity and duration of these limitations. Describe the nature of the physical or other impairment of the applicant that serves as the basis for requesting accommodations.

5) How will the requested housing accommodation address the limitations described above?

6) What other options are available for improving the limitations described above?

7) What potential adverse effects could result from the requested housing accommodation?

8) How long have you been working with the student?

**NOTE: please feel free to attach any additional documentation supporting this request.**

#### Additional questions for Emotional Support Animal requests:

1) Did you diagnose the student with his/her disability? If not, who did? Please provide name and contact information.

2) Does the student require ongoing treatment from you? Another provider?

3) Which specific symptoms will be reduced by having the animal? Please describe the nexus between the animal and the symptom reduction.

4) Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing on campus? Do you believe those additional responsibilities might exacerbate the student's symptoms in any way?

## Important Process Information:

Once your completed request is advanced by Residential Life to the appropriate department(s), we may request additional information from your provider who is primarily responsible for treating your particular condition.

A completed request consists of this form and any additional materials/documentation that includes particular details. The provider may not be someone with whom you have a significant emotional relationship (e.g. parent, sibling, or other relative).

**Returning Students Please Note:** All requests will be reviewed on a case-by-case basis and documentation of a specific need or disability does not guarantee that your request will be approved. Assignments are approved only if deemed necessary by the University and only if the space is available. Assignment to a specific residence or roommate may be considered but cannot be guaranteed. Students approved for housing accommodations may be required to forgo standard participation in the room selection process in order to receive a housing assignment with the approved accommodations. A student who requests housing accommodations through this process has 5 business days to accept or decline the accommodation from the date the accommodation is offered. Requests must be submitted and renewed annually; approval from prior years does not guarantee approval for future years.

**New Students Please Note:** All requests will be reviewed on a case-by-case basis and documentation of a specific need or disability does not guarantee that your request will be approved. Assignments are approved only if deemed necessary by the University and only if the space is available. Assignment to a specific residence or roommate may be considered but cannot be guaranteed. New students approved for housing accommodations are not eligible to participate in the room selection process, but will receive a housing assignment with the approved accommodations. A student who requests disability housing accommodations through this process has 5 business days to accept or decline the accommodation from the date the accommodation is offered. New students must participate in the Housing Deposit and Housing Application processes while they are going through this process to be eligible for housing.

Housing accommodations are extremely limited and thoroughly screened. All forms and supporting documents may be shared with relevant University personnel within different departments. After the proper department(s) review the request, they will make a recommendation to the Office of Residential Life. The approval and/or denial will be communicated in writing via e-mail by the Office of Residential Life. For those students with a documented disability who have been approved for a single room as an accommodation, the single room housing rates will be set at the double room rate in the assigned residence hall.

I have read this form thoroughly and agree to the process described in this form:

\*Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*PLEASE NOTE: requests will not be processed without student signature.

Please submit to the Office of Residential Life NO LATER THAN these deadlines:

**New Students:**

July 1 for Fall semester

December 15 for Spring Semester

**Continuing Students:**

March 6 for following Fall Semester

November 15 for upcoming Spring Semester

Updated: January 25, 2024