

DOCUMENTATION REQUIREMENTS & GUIDELINES

After submitting your online application, you will be invited to submit documentation via electronic upload through our online portal. Documentation can also be emailed to us at accommodations@union.edu.

Accommodative Services offers the following recommendations regarding documentation:

- Psychoeducational or neuropsychological evaluations are most helpful when available. IEPs, 504 Plans, and letters from doctors/providers are also beneficial for review. All letters from providers should be on letterhead, dated, signed and include the diagnosing professional's name, title, organization, license or certification.
- Documentation should provide specific insight into how a disability impacts various academic experiences (testing, reading, etc.) in a postsecondary educational setting. When the recommendations are for support to enhance success or are considered outside the scope of what is necessary for equal access, the student will be referred to other resources and /or given options that may be able to address the specific need.
- Please note that you should not delay meeting with us if you are concerned about not having the right documentation. Our director will discuss specific documentation needs during the initial intake meeting and steps you can take after the meeting. Our priority is meeting with you, not reviewing documentation. Insufficient documentation will not delay the initial meeting but may delay the consideration and possible approval of certain accommodations.
- Students with ADHD may have their medical or mental health provider complete our [ADHD Certification Form](#). Additional documentation may be required depending on the accommodations being requested.
- Accommodative Services offers an optional [Medical Disability Verification Form](#) that students can have their healthcare provider complete in cases of a medical disability.
- Documentation prepared by a family member will **not** be accepted as the primary source of documentation.
- Other specific documentation requirements may apply based on the nature of one's disability and individual circumstance and requested accommodations.