APPLICATION PROCESS & DOCUMENTATION GUIDELINES

The Office of Accessibility Services (OAS) at Florida State University (FSU) complies with all federal and state disability laws to ensure equal access for qualifying persons with a disability to educational programs, services, and activities. Note: To be considered for academic accommodations, FSU requires documentation of the student’s current condition(s).

1. **Apply Online**
   Visit our website, dstt.fsu.edu/oas, and select “Apply for Services”
   then complete the Accommodation Application

2. **Upload Documentation**
   Documentation should contain the following:
   1. Diagnostic criteria and test used;
   2. Description of the current functional impact of the disability;
   3. Description of current treatments, medications, and assistive services/devices;
   4. Description of the expected progression or stability of the impact of the disability over time;
   5. Recommendations for accommodations and;
   6. Signed letterhead document with credentials of the professional(s)

3. **Application Review**
   At this time an Accessibility Specialist will review your application, you will hear back via FSU email about the status.
   **Upon review you may be:**
   1. Invited to schedule an intake appointment; or
   2. You may be asked for further documentation.

4. **Intake Appointment**
   Attend your intake appointment with an Accessibility Specialist.
   The appointment will be an interactive process to discuss your application and accommodations and/or services.
   Your Accessibility Specialist will instruct you with further steps if you are approved for accommodations.