



EMORY
UNIVERSITY

Accessibility Services
Office of Equity and Inclusion

Accommodate Step by Step Process: Intake

- 1) Visit our Documentation Criteria page to determine the types of documentation you will need to provide to our office.
<http://accessibility.emory.edu/students/new-to-oas/documentation.html>
- 2) Visit our public-facing accommodation request form. Complete the form in its entirety and upload your documentation.
https://emory-accommodate.symplicity.com/public_accommodation/
- 3) Once all information is received, your request will be placed in line for review. There is typically a 7-14 business day wait time before you are contacted to set up a meeting or will hear back about next steps. Your request is not officially approved until you complete the entire process.
- 4) Respond to any OAS staff member who may request additional documentation, request to set up a meeting or call, or who may direct you to follow steps to connect with another campus department.
- 5) You will either receive an approval, or you will meet with an OAS staff member to finalize accommodations. These contacts will come via email/your Emory Accommodate student portal.
- 6) You must follow any procedures for making specific arrangements with other departments (such as applying for Housing or Parking services, if applicable) or for sharing academic accommodations with your instructors or program.