

## Documentation Guidelines for Disability Accommodations

The Harvard Online Accommodations Team will review any relevant supporting documentation that is submitted through our [Accommodate Platform](#). **DO NOT send documentation through email.**

- Documentation must be on provider/hospital letterhead and include the participant's name as well as their diagnosis or disability, functional limitations, prognosis, and date(s) of impact. Documentation must be recent, within the last few years.
- The documentation must also be in English or include a notarized English translation. Please also remove any Social Security numbers or other unrelated sensitive information. If you require documentation to be translated for you, please allow our office an additional five business days to complete the translation process before we are able to review your accommodations request.

### Specific Documentation Guidelines

The documentation should:

- Present a clear assessment of the disability or condition by a licensed provider with firsthand knowledge and relevant credentials.
- Be signed and on letterhead from the licensed treatment provider. Please note: forms and templates from other institutions may require supplemental information.
- Be current, preferably within three years (the age of the documentation may also depend on the nature of the disability and the specific requested accommodation).
- Provide a statement of the functional impact and limitations of the disability or condition on major life activities. When applicable, it also outlines a prognosis of the symptoms over time and in context.
- List recommended accommodations with an explanation of the relevance of each to the diagnosed disability or condition.

To inquire about the process or for any follow-up questions, please reach out to the Accommodations Team at [harvardonline\\_accommodations@harvard.edu](mailto:harvardonline_accommodations@harvard.edu). Please **DO NOT** send supporting documentation or medical records via email.

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