



Obtain medical certification of disability

Have a licensed medical provider - MD, DO, DC, PA, ARNP, RN, PT, OT, psychologist, licensed mental health professional - detail your disability in writing with signature and medical license information included.



Submit the Reasonable Accommodation Request Form

The form must be submitted with the medical certification and can be located at ada.ufl.edu/forms.



Initial case review is completed by ADA Case Manager

Your case manager will review the request and note any additional documentation needed to complete the application.



One-on-one meeting with ADA Case Manager

You will meet with your case manager to discuss the specifics of your request.



Group meeting with department personnel

Your case manager will meet with your supervisor, respective leadership, HR liaison, etc. to discuss the reasonability of the accommodation request.



Determination Letter provided to all parties

A written response will be sent to all parties.

Determination appeals are navigated by the ADA Coordinator.

The ADA Interactive Process is usually completed within 30 working days.

For more information, please contact the UF ADA Office.

ada.ufl.edu | 352-273-3721 | adaservices@ufl.edu