

Requesting medical accommodations at a university involves a respectful and detailed approach, outlining your specific medical needs and requesting reasonable adjustments to support your academic success. This guide provides free templates for university students seeking medical accommodations, including an example that exactly matches the template, and a variation for different circumstances.

Approach and Benefits of Requesting University Medical Accommodations

- **Detail Specific Medical Needs:** Clearly describe your medical condition and the specific accommodations required for your academic activities.
- **Request Reasonable Accommodations:** Specify the adjustments or modifications needed to facilitate your learning and participation in university activities.
- **Provide Medical Justification:** Include a brief explanation or medical documentation to support your request, if comfortable doing so.
- **Maintain a Professional Tone:** Ensure your request is respectful and professional, acknowledging the university's efforts to assist.

Components of a University Medical Accommodation Request Letter

Formal Greeting: Address the letter to the appropriate university office or official, such as the Disability Services Office.

Introduction of Medical Condition: Briefly mention your medical condition (if comfortable doing so).

Explanation of Needed Accommodations: Describe the specific accommodations you are requesting.

Importance of Accommodations: Explain how these accommodations will enable you to effectively participate in academic activities.

Closing with a Request for Dialogue: Conclude by expressing your willingness to discuss the request further.

Advice for Drafting a University Medical Accommodation Request Letter

Clarity and Specificity: Be clear about your medical needs and the specific accommodations you are requesting.

Respectful and Appreciative Tone: Maintain a tone that is appreciative of the university's consideration.

Confidentiality and Sensitivity: Handle the details of your medical condition sensitively, respecting your own privacy.

Focus on Academic Success: Emphasize how the accommodations will support or enhance your academic performance.

Professional and Error-Free Composition: Ensure your letter is well-written and free from errors.

University Medical Accommodation Request Template

[Your Name]
[Your University ID]
[Your Major/Department]
[University Name]
[University Address]
[City, State, Zip Code]
[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Office]

[University Department/Office]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or Office Title],

I am a student at [University Name], majoring in [Your Major], and I am writing to request accommodations for my medical condition. I have been diagnosed with [Medical Condition], which affects my ability to [Describe how the condition affects your academic activities].

To support my academic success, I am requesting [Describe the specific accommodations you need, such as extended time for exams, note-taking assistance, modified seating arrangements, etc.]. These accommodations are essential for managing my condition and allowing me to fully engage with my coursework and university life.

I understand the importance of these accommodations for my academic well-being and am willing to provide any necessary medical documentation to support my request.

Thank you for considering my application for accommodations. I look forward to discussing this further and finding a mutually agreeable solution.

Sincerely,

[Your Printed Name]

Example Letter Matching the Template

Jordan Harris

12345678

Department of Psychology
State University
123 University Drive
College Town, CT 12345
jordan.harris@email.com
(555) 123-4567
June 9, 2024

Office of Disability Services
State University
123 University Drive
College Town, CT 12345

Dear Office of Disability Services,

I am a student at State University, majoring in Psychology, and I am writing to request accommodations for my medical condition. I have been diagnosed with ADHD, which affects my ability to concentrate and process information during lectures and exams.

To support my academic success, I am requesting extended time for exams and a quiet room for taking tests. These accommodations are essential for managing my condition and allowing me to fully engage with my coursework and university life.

I understand the importance of these accommodations for my academic well-being and am willing to provide any necessary medical documentation to support my request.

Thank you for considering my application for accommodations. I look forward to discussing this further and finding a mutually agreeable solution.

Sincerely,

Jordan Harris

Variation of University Medical Accommodation Request Template

[Your Name]

...

[Recipient's Name or Office]

...

Dear [Recipient's Name or Office Title],

As a student in the [Your Major/Department] at [University Name], I am reaching out to request accommodations due to [State a different medical condition]. This condition impacts my ability to [Describe how this different condition affects your university life].

To aid in my academic pursuits, I am seeking [Describe different specific accommodations, such as accessible housing, assistive technology, etc.]. These adjustments will significantly help me in managing my condition while maintaining my academic performance.

I am committed to my educational goals and believe these accommodations will ensure my success at [University Name]. I am prepared to provide medical documentation if required and look forward to finding a suitable solution.

I appreciate your support and understanding in this matter. Awaiting your positive response.

Best regards,

[Your Printed Name]