



Greetings,

We have received your request for information regarding accommodations for a student with a documented disability. Congratulations on your choice of and acceptance to BSU/NTC. It is a wonderful and exciting opportunity for you and we want to wish you the very best as you embark on this stage in your life journey. The Disability Services Office strives to accommodate all students to create a first-class educational and professional environment accessible to all.

Included are items you will need to register with Disability Services:

- An Intake Form to start a file to document your disability.
- A Release Authorization Form to request your medical information from the appropriate professional documenting your disabling condition.
- Detailed criteria for documentation of a disability
- Enclosed self-addressed envelope to Disability Services.
- More resources are available online at [www.bemidjistate.edu/services/disability](http://www.bemidjistate.edu/services/disability)

Please complete the Intake Form and the Release Authorization Form, provide required additional disability documentation, and place in self-addressed envelope and mail as soon as possible. Please check to make sure all applicable fields are completed.

Once we receive your documentation and required forms, we will contact you to let you know if all documentation is complete and/or submitted and provide instructions for your next step. If any documentation is missing, applicable fields are not completed, or if additional forms are needed, you will be contacted as to what you are missing and instructions to complete your application.

**Reminder:** Accommodations for students with a documented disability and who are registered with the Disability Services Office are not retro-active in application. This means that it is the students' responsibility to arrange, in conjunction with the Disability Services Office, accommodations prior to, or during the semester. Do not wait until the class is complete or nearing completion. Students are encouraged to be pro-active in contacting the Disability Services Office for any questions or needs they require.

Feel free to contact the Disability Services Office at (218)755-3883 (BSU) or (218)333-6656 (NTC) or at [DisabilityServices@bemidjistate.edu](mailto:DisabilityServices@bemidjistate.edu) if you have any questions. We look forward to working with you, and wish you the best in your academic and professional pursuits.

**BSU**  
218-755-3883  
202 Decker Hall  
1500 Birchmont Dr NE #43, Bemidji MN 56601  
[www.bemidjistate.edu/services/disability](http://www.bemidjistate.edu/services/disability)

**NTC**  
218-333-6656  
NTC Office 203  
905 Grant Ave Se, Bemidji MN 56601  
[www.ntcmn.edu/myntc/support-services/disability-services](http://www.ntcmn.edu/myntc/support-services/disability-services)