

## **RECIPROCITY POLICY** (revised April 2011)

The Career Development Office of the University of California, Berkeley, School of Law (Berkeley Law) provides resource access to students and graduates of NALP member law schools on the following basis:

1. We have an unlimited number of law schools with which we will establish reciprocity. We reserve the right to deny reciprocity, if a law school makes more than what we would consider to be a reasonable number of requests in a given calendar year.
2. Reciprocity is closed, and therefore not available, from August 1 - December 15.
3. Requests for reciprocity must be made in writing (email is preferred) by a career service staff person, and should include the name and address of the student or graduate for whom the request is being made. Our office will send a response letter (or email) to the requesting school and a copy of the letter to the student/graduate. The student/graduate must wait until s/he has received a copy of our letter granting reciprocity before coming to our office, and should bring that letter with him/her.
4. Reciprocity includes access to our Career Library, employer information, and on-site guest access to our online job listings. Career counseling, on-campus interview programs, and borrowing of resource materials are not included.
5. Reciprocity is granted for four months, beginning with the date of written communication granting reciprocity, or until August 1 (whichever comes first). Each renewal request will be treated as a new request.
6. When responding to job notices obtained in our office, applicants are required to state in their cover letters that they obtained the listing through a reciprocal agreement between the applicant's school and Berkeley Law.
7. The Career Development Office may deny further services to any individual who misuses the facilities or services, or to any school surpassing a reasonable number of requests within a given calendar year. The Career Development Office may revoke privileges extended to an individual at any time.
8. The Career Development Office reserves the right to modify our Reciprocity Policy at any time, without advance notice.
9. Reciprocity is not available to students and alumni of other law schools in Northern California.
10. Reciprocity contact address: [career@law.berkeley.edu](mailto:career@law.berkeley.edu)

