New York University
A private university in the public service

School of Law
Office of Career Services

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RECIPROCITY POLICY

1. Reciprocity requests will be considered for the period extending from ***November 16th through June 30th***, from all ABA-accredited law schools, outside the metropolitan New York City area, which allow NYU students or graduates the use of their facilities. We ask that law schools make reciprocal arrangements with only *one* law school in the NYC area per student or graduate. ***Please note that reciprocity anticipates in-person use of our facilities; we are not able to provide remote access to our job database.***

2. Reciprocity is granted on a one-to-one basis. ***A request for reciprocity from another law school must be matched by a request for reciprocity from NYU before a second request will be considered***. Please do not make requests when an imbalance in the number of one-to-one reciprocity grants exists.

3. Requests for reciprocity, which should include the individual's date of graduation, must be made in writing by a career services official *at least two weeks in advance of the intended visit*. ***No walk-in or phone requests can be honored.*** Individuals who have been granted reciprocity must call before coming to the office for the first time. ***The first visit must occur within two months of the grant of reciprocity.*** Special I.D. cards will be given to individuals receiving reciprocity. The I.D. card, as well as a photo I.D., must be shown to the receptionist upon each visit.

4. Usually, reciprocity privileges entitle a visitor to use the office six times over a period of three months from the date of the first visit. However, conditions may vary due to time and space limitations at various times of the year. (Please note that all privileges will expire as of June 30th regardless of the date of the first visit.) *Visitors should be aware that printed materials may not be xeroxed or removed from the office. We are not able to offer counseling services to students or graduates of other law schools.*

5. A request for an extension of time within our reciprocity period will be considered as a new, first-time request and must be accompanied by a letter from a career services official. This will count as an additional individual's use of the office.

6. The Office of Career Services may terminate reciprocity privileges of individuals who violate these regulations or misuse our facilities and services.

Please note that due to the extremely large number of reciprocity requests received by our office each year, we may not be able to grant all requests.

Revised July 2010

The New York University School of Law is committed to a policy against discrimination in employment based on sex, sexual orientation, marital or parental status, race, color, religion, national origin, age, or handicap.