

UNIVERSITY OF MINNESOTA

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Reciprocity: How University of Minnesota Law School Students & Grads Apply to Use Another School's Career Office

This handout details how University of Minnesota law students and graduates can apply to use another school's career office to assist with a job search. You must limit your reciprocity request to no more than one school at a time.

OPEN/CLOSE PERIOD

All law schools close their career offices to students and alumni during the fall. Some schools close until December. Most schools allow reciprocal use between November or December and early August. Determine a school's closed period by reviewing its reciprocity policy.

OPEN RECIPROCALITY

First, verify that the school grants reciprocity. To do so, go to the NALP website which lists all of the schools that grant reciprocity, located at www.nalp.org/reciprocitypolicies?s=reciprocity. If this link is not active, go to the NALP site at www.nalp.org and type "reciprocity" into the search window at the upper right hand of the screen. Alternatively, you may search for the policy on the school's website.

Review the school's reciprocity policy to fully understand that school's reciprocity privileges. If you are interested in online access to that school's job postings, be sure to verify that the reciprocity privileges grant you such access. Also, verify the dates when they allow reciprocal use. Apply for reciprocity during the open period. If you apply while reciprocity is closed, your request will be denied.

HOW TO APPLY - Email lawcareers@umn.edu the following information:

Personal Information

- Your name
- Your email address
- Your snail mail address
- Your year of graduation from the University of Minnesota Law School

School Information

- Name of the school at which you seek reciprocity
- Name of the Reciprocity Coordinator
- The snail mail address for the Reciprocity Coordinator
- The email address for the Reciprocity Coordinator
- If you plan to be on site, include the dates you will be visiting
- If you are seeking online access, verify that this service is available for reciprocity purposes before you make the request.

After you submit all of this information, our office will send a formal reciprocity request to the school you seek, copying you. Limit your reciprocity requests to no more than one school at a time. Await a response granting you reciprocity from the school. You will receive an email from that school granting/denying your request. If your request is approved, bring your approval letter and your ID every time you visit that career office.

Once you are granted reciprocity access, most schools allow approximately 3 visits within a 3 month period. The 3 month period usually begins on the date of the first visit. However, be sure to check that school's policy to confirm these details.