



# UNIVERSITY OF MINNESOTA LAW SCHOOL CAREER CENTER

## Instructions for Requesting Reciprocity

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

### STEP 1: DETERMINE ELIGIBILITY

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When seeking reciprocity from a law school, first verify that the school grants reciprocity. To do so, go the NALP website which lists all of the schools that grant reciprocity, located at [www.nalp.org/reciprocitypolicies?s=reciprocity](http://www.nalp.org/reciprocitypolicies?s=reciprocity). If this link is not active, go to the NALP site at [www.nalp.org](http://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.

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. If you apply while reciprocity is closed, your request will be denied.

### STEP 2 – SEND CAREER CENTER REQUEST FOR RECIPROCITY

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Email [lawcareers@umn.edu](mailto:lawcareers@umn.edu) the following information:

#### Personal Information

- Name
- Email Address
- Mailing address
- Graduation Year from the University of Minnesota Law School

#### School Information

- Name of the school at which you seek reciprocity
- Name of the Reciprocity Coordinator at that school
- Mailing address for the Reciprocity Coordinator at that school
- 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 for 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.