



COLLEGE OF LAW

Office of Career Services
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Reciprocity: How to Apply to Use Another School's Career Service Office

This handout provides instructions for how a University of Iowa Law student or graduate can apply to use another school's career service office to assist with the job search. Please Note: You may not apply for reciprocity to more than one school at a time.

CLOSED PERIOD

Most law schools reserve the use of their career services offices for their own students and alumni during the fall. During this time, law schools will not grant reciprocity services to students and alumni from other institutions. Some schools close through the months of December; however, most schools allow for reciprocal use from November or December through early August. Please review the other school's closed period by reviewing its reciprocity policy generally found on their website.

REVIEW RECIPROCITY POLICY

- 1) Verify that the school you are requesting reciprocity from grants reciprocity.
 - Go to the NALP website, located at www.nalp.org/reciprocitypolicies?s=reciprocity.
 - Or, you may find the reciprocity policy by searching the individual school's website.
- 2) Review the reciprocity policy for the school from which you are requesting reciprocity.
 - If you are interested in online access to a particular school's job postings, be sure to verify that the reciprocity privileges would grant you such access.
 - Also, verify the dates with the particular school allows reciprocal use (if you apply during the "closed period" your request will be denied).

HOW TO APPLY – Email Alfred-Finch@uiowa.edu the following information:

- 1) Personal Information
 - Your name and email address
 - Your home mailing address
 - Your year of graduation from the University of Iowa College of Law
- 2) School information
 - Name of the school for which you seek reciprocity
 - Name of the Reciprocity Coordinator and their email address
 - The mailing 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 CSO office will send a formal reciprocity request to the school from which you seek to obtain reciprocity. Please limit your reciprocity request to no

more than the one school at a time. You will receive an email from the school to which you applied for reciprocity either granting or denying your request. If your request is approved, bring your approval letter and your ID each time you visit that school's career service office. Most schools allow approximately 3 visits within a 3 month period after the school has granted a reciprocity request. The period usually begins on the date of the first visit, however, be sure to check the particular school's policy to confirm these details.

As a reference, our Reciprocity Policy follows:

RECIPROCITY POLICY
The University of Iowa College of Law

The University of Iowa College of Law, Office of Career Services, will provide reasonable use of its services to students and graduates of other law schools on the following terms:

1. Services are available only to students whose law schools grant reciprocal privileges to students and graduates of The University of Iowa College of Law.
2. Request for reciprocity must be made in writing by the office of the student's law school Career Services Office.
3. Reciprocal services will be limited to use of library resources and online access (Symlicity). Guest accounts are "browse-only", meaning accounts holders cannot upload any documents to the system.
4. In no case will students or graduates of other law schools be permitted access to our Symlicity system to schedule on-campus interview with prospective employers visiting The University of Iowa College of Law or peruse the employment opportunity posted there. We participate in the Intercollegiate Job Bank hosted by Brigham Young University Law School; please ask your career services office at your school for the login information.
5. Reciprocity is granted for 3 months per request.
6. Reciprocity is closed from July 1st to December 1st.

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