

## **Reciprocity Policy for Students Requesting Access to Cardozo Careers Office**

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Cardozo's Office of Career Services is available to graduates and students of other law schools who request use of the office through their law school career services. In return, we ask that the other law schools make their career services office available to our graduates and students upon individual request from us.

OCS provides reciprocity access to its resources on the following basis:

Access to OCS will be granted to students and graduates of ABA accredited law schools outside of the New York/New Jersey metropolitan area, and is granted on a one-to-one exchange basis to law schools that provide career services access to our students. Access to career services will not be provided to students and graduates who have obtained reciprocity services from another law school in New York/New Jersey metropolitan area. Access to job postings is only provided to students/graduates of schools that provide our reciprocity students graduates with access to job postings, and is available both in person and remotely. Reciprocity, when used remotely is capped at 30 days.

**Requests for reciprocity will not be granted during our Fall Recruitment period, July 17 to November 1.**

Reciprocity is granted for a three-month period annually. The first visit should occur within one month of the grant of reciprocity. Reciprocity privileges entitle a visitor to use the office no more than six times of over period of three months from the date of the first visit. Please note that all privileges will expire on July 17 regardless of the date of the first visit. A request for an extension of time will be considered as a new, first-time request and must be accompanied by a letter from a career services official.

Requests for reciprocity services must be made in writing by a career services official at the law school of the student or graduate. Requests should include the name, address, and e-mail address of the student/graduate seeking reciprocity. Our office will send a response to the requesting school and a copy to the student or graduate.

The student or graduate is asked to call the OCS office in advance to scheduling the reciprocity visit and ensure access to our resources. The student should present a copy of the letter or email granting reciprocity when arriving at our office.

The student or graduate will be given access to our career services resource library. We do not allow materials to be checked out from the OCS library.

Blind job postings are not available to reciprocity students/graduates. Participation in the fall and Spring Recruitment programs, including the on-campus interview program is restricted to current Cardozo students.

OCS reserves the right to terminate reciprocity privileges of individuals who misuse our facilities and services or are disrespectful to any member of the Cardozo community or OCS staff.

Office of Career Service hours are Monday-Thursday 9am-5:30pm; Friday 9am-2:30pm.

Reciprocity request should be directed to:  
Corinne Shockley, The Office of Career Services  
Benjamin N. Cardozo School of Law  
55 Fifth Avenue, New York, New York 10003  
E-mail: [cshockle@yu.edu](mailto:cshockle@yu.edu)  
Phone (212) 790-0358  
Fax (212) 790-0232

## OCS Reciprocity Policy: Cardozo Students Seeking Reciprocity

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Students conducting a summer or permanent job search outside of the New York metropolitan area are encouraged to take advantage of Cardozo's reciprocity agreements with participating law schools throughout the country.

Cardozo OCS agrees to assist the students and graduates of participating law schools on a one-to-one basis in exchange for them assisting our students and graduates. Law schools vary in their reciprocity requirements and the services that they provide to students and graduates of other law schools. Also, most law schools do not provide reciprocity services during their fall recruitment season which may be approximately July 17-November 1.

If you would like OCS to apply for reciprocity services at another law school on your behalf:

Review the reciprocity policies on the NALP website and select the school at which you would like to receive career services. You can only select one law school per geographic location.

Follow the procedures listed in the selected law school's reciprocity policy.

Most schools require a letter from OCS requesting reciprocity. If this is the case, contact Corinne Shockley in OCS via e-mail at [cshockle@yu.edu](mailto:cshockle@yu.edu) requesting a reciprocity letter. In your e-mail, state your name as it appears in the registrar's office, your class year, the law school you would like to visit, and indicate to whom and to what address the letter should be sent. Cardozo OCS will then send a letter to the law school you selected introducing you and requesting that they provide you with their services. Generally, the selected law school will send you a response as to whether your request has been granted and provide you with a copy of their policy which provides an explanation of the services they offer and their procedures.

Please note that it can take several weeks to arrange the service, so plan ahead.

If you have any questions about applying for reciprocity, please e-mail Corinne Shockley at [cshockle@yu.edu](mailto:cshockle@yu.edu).