

# Reciprocity Request Form For BLS Graduates

Brooklyn Law School has reciprocity privileges with other participating law schools. The reciprocity program permits an exchange of career resources and job postings between participating schools. This privilege allows out-of-area law students and alumni to use career development office resources in locations closer to the place where they are seeking employment.

Please note that most law schools suspend reciprocity privileges during the fall OCI season and some schools limit access to listings by requiring on-campus visits instead of online access. Additionally, some schools prohibit BLS from requesting reciprocity for a student/graduate at more than one law school in any one city.

This service is a courtesy among law schools and guidelines should be adhered to strictly. After determining the law school from which you would like to request reciprocity, and reviewing its policy, please complete our reciprocity request form. We will then seek reciprocity privileges on your behalf. For more information on reciprocity policies from other law schools, visit [www.nalp.org/reciprocitypolicies](http://www.nalp.org/reciprocitypolicies).

## Reciprocity Request Form

Date:

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Name:

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Class Year:

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Email:

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**Note:** We ask that you request reciprocity for only one school. This will enable more Brooklyn Law School students/graduates to access the schools' services.

List the schools that you would like reciprocity with (in order of preference): If reciprocity is unavailable at your first choice school, we will request it at your second choice.

1.

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2.

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3.

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Request for reciprocity can be made by email to: **Danielle Atkins, Administrative Staff Manager & Judicial Clerkship Coordinator, Office of Career & Professional Development, Brooklyn Law School, Email:** [danielle.atkins@brooklaw.edu](mailto:danielle.atkins@brooklaw.edu)



## RECIPROCITY POLICY

1. Services are available to students and graduates in good standing of ABA accredited law schools outside the New York City Metropolitan Area\* that allow Brooklyn Law School students and/or graduates to use their facilities.
2. All requests for services must be made in writing by a Career Services Officer in advance of the planned visit. Reciprocity will be granted only after we respond favorably in writing to the requesting school.
3. **Requests for reciprocity will not be honored during the fall recruiting season, which runs from August 1<sup>st</sup> through October 15<sup>th</sup> or during the holiday season (December 24 – January 2)**
4. Services may be denied to any school which exceeds a reasonable number of requests within a given year or to individuals who misuse the facilities or services.
5. The following services will be offered **ONLY** to the extent that the reciprocating school provides in-kind services:
  - S One counseling session (by appointment only)
  - S Online job listings (except for blind listings i.e., Employer Unknown
  - S or Submit to the Office of Career & Professional Development)
  - S Use of reference library

*Reciprocity recipients who apply for positions found through or posted with the Brooklyn Law School of Law's Career Services should mention this source of the job opening in their cover letter to prospective employers.*

6. The services will be available to a student/graduate as follows:  
**A: For a three-month period if you come into the office**  
**OR**  
**B: For 90 days if you request an online password, provided that your school gives passwords to our students.**

**Requests for extensions beyond the time frames must be made in writing and is limited to three requests per academic year.**

7. Students and graduates of other schools will not be permitted to schedule on-campus interview appointments with prospective employers.

**Office hours:** Monday – Thursday: 9:00 A.M. – 5:30 P.M.  
Friday: 9:00 A.M. – 5:00 P.M.  
(in the summer, the Office closes at 5:00 P.M.)

- \* **Brooklyn Law School regrets that it cannot offer its services to students and graduates from the New York metropolitan area law schools.**

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