BROOKLYN LAW SCHOOL
ESTABLISHED 1901

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 1st through October 1st or during the holiday season (December 24 – January 1)**

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:
   - One counseling session (by appointment only)
   - Online job listings (except for blind listings i.e., Employer Unknown
   - or Submit to the Career Center)
   - 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 30 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. - 6:00 P.M.
Friday: 9:00 A.M. – 5:00 P.M.
(in the summer, the Career Center 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**.

Request for reciprocity can be made by email to: **Danielle Atkins, Senior Career Services Coordinator, Career Center, Brooklyn Law School, Email: danielle.atkins@brooklaw.edu**