Reciprocity: How UC Hastings Students & Grads Apply to Use Another School’s Career Office

Office of Career & Professional Development
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UC Hastings’ Reciprocity Policy describes the procedure to apply for reciprocity privileges. This handout details how Hastings students and grads can apply to use another school’s career offices to assist with a job search.

OPEN/CLOSE PERIOD

All law schools CLOSE their career offices to students or grads of other schools during the fall. UC Hastings closes its reciprocity use from August 15 through November 1. Some schools close until December. Most schools allow reciprocal use between November or December and early August. Figure out a school’s CLOSED period from that school’s website or by calling its career office.

OPEN RECIPROCITY

The process to use another school’s career services center is streamlined for schools which share Open Reciprocity with UC Hastings. Those schools are Santa Clara, California Western, University of Michigan, McGeorge, Fordham (NY), and all UC Law Schools, including U.C. Berkeley Cal Career Center.

If you are a current student or recent grad and wish to use the career office resources at these schools, you may go to the school (during the OPEN reciprocity period) and present proof of your UC Hastings attendance (e.g., student I.D.).

If you graduated more than one year ago, these schools will require a letter from our Career Office to prove your alumni status. You must email your request for reciprocity to our Career Office. Follow the instructions under the “How to Apply” heading below.

SCHOOLS NOT LISTED ON HASTINGS OPEN RECIPROCITY

For schools not listed on our Open Reciprocity policy, first verify that the school grants reciprocity. To do that, go to the NALP page which lists all the schools that grant reciprocity. Note: NALP often changes links without notice. If the link is not active, go to www.nalp.org and search for “Reciprocity Policies.”
If the school does grant reciprocity, go to the school’s website and verify the dates when they allow reciprocal use. Apply for reciprocal use during the open period. If you apply while reciprocity is closed, your request will be denied.

HOW TO APPLY

Email our Reciprocity Coordinator (reciprocity@uchastings.edu) the following information:

Personal Information

- Your name
- Your email address
- Your snail mail address
- Your year of graduation from Hastings

School Information

- Name of school at which you seek reciprocity
- Name of the Reciprocity Coordinator at that school (found either from NALP page or the career services page of that school’s website)
- The snail mail address for the Reciprocity Coordinator at the school
- The email address for the Reciprocity Coordinator at the school
- If you are requesting reciprocity from an out of state university, include the dates in which you will be visiting that state
- If you are interested in obtaining online access to another school’s job listings, contact the school or check its website to verify that this service is available for reciprocity purposes before you make the request.

After you submit ALL this information, our coordinator will send a formal reciprocity request to the school you seek, copying you. Limit your reciprocity requests to no more than 3 schools. Some states (including New York) will limit your use of their resources to a single school.

You must await a response granting you reciprocity from the school. You will receive an email from that school granting and/or denying your request. If your request is approved, bring your approval letter and your ID every time you visit that career office. Once you are granted reciprocity access, the schools allow approximately 3 visits within a 3-month period. The 3 month period usually begins on the date of your first visit. But again, check that school’s website to confirm these details.