



# RECIPROCITY POLICY

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The Office of Career Services at the University of San Francisco School of Law (“OCS”) is pleased to share its resources with graduates and students of other law schools. However, as in other metropolitan areas with active legal markets, the Bay Area is a target for numerous graduates and students from other states. In consideration of that, our policy is as follows:

## ELIGIBILITY

Reciprocity is available to graduates and second or third year students of any ABA-accredited law school that allows University of San Francisco School of Law graduates and students to use its career resources. Where schools only permit reciprocity on a one-to-one basis, OCS will limit the number of referrals in the same manner.

We do not grant Reciprocity access from **August 1 to January 31 to accommodate our recruiting season.**

***NOTE: Reciprocity is a privilege and the Office of Career Services has the right to refuse access at any time.***

## REQUESTS

Requests must be submitted via email by the graduate or student’s law school career services office. Phone requests or walk-ins will not be allowed. If approved, OCS will send confirmation of reciprocity to the requestor’s career services office. If granted, privileges will expire **90 days from the date of approval, or until August 1, whichever comes first.** An approved request grants access privileges as outlined below.

## PRIVILEGES

### ***Remote Reciprocity Access***

The Office of Career Services offers remote access to our online job board (via 12Twenty). Access is browse-only, meaning documents cannot be uploaded to 12Twenty.

In order to activate remote access privileges after approval from our office, the reciprocity student/alumni must contact the Office of Career Services at [lawcareer@usfca.edu](mailto:lawcareer@usfca.edu). Individuals must indicate in this email they have been granted reciprocity and provide name, email address, phone number, and graduation date.

Reciprocity grantees will receive email notification of their 12Twenty username and password. Online access to 12Twenty includes limited access to job postings and online career resources.

## RESTRICTIONS

Reciprocity grantees agree to not share online access information with other individuals. As our office receives job postings on a rolling basis, we do not guarantee the number of job listings posted during a given period. The Office of Career Services has the right to deny or discontinue reciprocity services at our discretion.