

RECIPROCITY POLICY

The Office of Career Planning at the University of San Francisco School of Law (“OCP”) 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. ***NOTE: Reciprocity is a privilege and the Office of Career Planning has the right to refuse access at any time.***

REQUESTS

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

PRIVILEGES

Remote Reciprocity Access

The Office of Career Planning offers remote access to our online job posting system, USFLaw Link. Individuals granted reciprocity are given limited access to USFLaw Link for a \$30 fee for 90 days from receipt of this fee.

In order to activate remote access privileges after approval from our office, the reciprocity student/alumni must contact the Office of Career Planning at lawcareer@usfca.edu. Individuals must indicate in this email that he/she has been granted reciprocity and provide name, email address, phone number, and graduation date.

Online reciprocity and login information will not become active until the Office of Career Planning receives the \$30 fee. Please send a check payable to “**University of San Francisco**” (**please note that a personal check is the only acceptable form of payment**). Send payment to the following address:

Office of Career Planning
University of San Francisco School of Law
2130 Fulton Street
San Francisco, CA 94117

Upon receipt of payment, reciprocity grantees will receive email notification of their USFLaw Link username and password. Online access to USFLaw Link, the USF School of Law’s electronic jobs database, includes limited access to job postings and online career resources. The 90 day access period can be renewed with receipt of another \$30 fee; however, subsequent approvals are not guaranteed.

In-Office Reciprocity Access

Reciprocity visitors must present a copy of the reciprocity approval and valid ID for each visit. Access includes designated resources such as publications, directories, reference materials, and selected handouts. Materials located in Career Planning are for in-office use only. Other services including counseling, resume review, and recruiting programs are not available to reciprocity visitors. Visitors may not access in-office computers.

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 Planning has the right to deny or discontinue reciprocity services at our discretion.