

The Office of Career and Professional Development

www.sandiego.edu/law/careers/
(619) 260-4529



University of San Diego School of Law RECIPROCITY POLICY

The University of San Diego School of Law accepts requests for reciprocity from ABA-accredited law schools outside San Diego County who extend similar services to our students and alumni.

Process for Current USD Students and Alumni

If you are a USD Law student or alumni seeking reciprocity from another institution, the Office of Career and Professional Development (OCPD) will initiate the request on your behalf. Note that most law schools have similar reciprocity policies. Many only allow for a requestor to gain access to one school in their metropolitan area (for example, you cannot request reciprocity from both UCLA Law and USC Law at the same time).

1. Review the reciprocity policy for the institution you would like to request reciprocity from (on [NALP](#) or the institutions' website).
2. Email lawcareers@sandiego.edu with your name, graduation year, and the name of the institution from which you are seeking reciprocity. Please also include the contact person for the school (listed on the NALP website or the institution's website).
3. OCPD will contact the institution and will copy you on these communications.

For Non-USD Law Students and Alumni - Restrictions and Services Offered:

1. The requesting institution must extend similar services to USD Law students and alumni.
2. Reciprocity, if granted, is on a case-by-case basis and may be limited to a one-for-one basis.
3. Requests for reciprocity may only be made to one law school in San Diego at a time. In other words, reciprocity will not be considered if the individual is also requesting or has already been granted reciprocity from another law school in San Diego.
4. Reciprocity **WILL NOT BE AVAILABLE** during recruiting seasons, which are July 1 - October 1 and January 1 - March 1. Only current USD Law students and alumni have access to OCPD job listings during these periods.

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5. Requests must be made in writing and emailed to lawcareers@sandiego.edu by the requesting institution's Career Office.
 - a. Requests must include the individual's name, email address, phone number, and graduation year. Please also include the dates requested and best point of contact for the requesting institution's Career Office.
6. Initial communications from our office will be made with the requesting school, and not the individual student or alumni.
7. Reciprocity, if granted, is for a period of up to three months, depending on the dates of our Spring and Fall Recruiting periods.
8. No renewals or extensions will be offered but individuals may submit a new request.
9. Scope of Services
 - a. Reciprocity is defined as online access to current job listings.
 - b. Reciprocity accounts are "browse only," meaning no documents can be uploaded into the system.
 - c. Services that are NOT available include: participation in on-campus interviews, resume collects, resume uploads, individual counseling, and use of our in-person facilities.
10. Granting of reciprocity is based on a variety of factors and is not guaranteed.
11. The Office of Career and Professional Development reserves the right to restrict, refuse, or rescind reciprocity privileges at any time.
12. This policy may be modified at any time, without notice.

For further information please contact our office:

lawcareers@sandiego.edu

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