



## GEORGETOWN UNIVERSITY LAW CENTER RECIPROCITY POLICY

---

Due to the number of requests that we receive from other law schools, compared to the number of requests we make on behalf of our own students/alumni(ae), and combined with restrictions on space and resources, we establish reciprocity with only a limited number of law schools. An interested law school must contact our office to determine if we can enter into a reciprocal arrangement prior to sending us a formal request.

A request for reciprocity may be made by mail, email or fax by a career counseling official from the law school attended by the student/graduate seeking reciprocity. The correspondence should be addressed to the Georgetown University Law Center Reciprocity Coordinator and should include the name, address, telephone number and email of the individual for whom reciprocity is being requested. That individual must wait until he/she receives a letter granting reciprocity before visiting our office and must bring that letter on his/her first visit.

Reciprocal services are available for a period of three months from the date on which reciprocity is granted or until July 31st, whichever comes first. The number of visits and the days and times during which reciprocal services can be used may be restricted. An individual granted reciprocity should call our office in advance of his/her first visit to determine what, if any, restrictions may apply. No reciprocity is extended during the fall recruitment period, August 1st through December 1st.

Reciprocity services include access to the OCS Career Services Library and the materials contained therein. Reciprocity services do not include access to password-protected areas of Georgetown University Law Center web pages (this includes online job postings), participation in on- or off-campus recruitment programs, or counseling services.

The Office of Career Services reserves the right to revoke privileges extended to an individual at any time.

The Office of Career Services reserves the right to modify our Reciprocity Policy at any time, without advance notice.